

Letter of Recognition

Date: [Insert Date]

Recipient Name
Recipient Title
Organization Name
Organization Address
City, State, Zip Code

Dear [Recipient Name],

On behalf of [Your Organization Name], I am writing to formally recognize and express our gratitude for the support received through the [Grant Name] grant. Your generous assistance has been invaluable in helping us achieve our goals and make a significant impact in our community.

The funding provided has allowed us to [briefly describe how the funds were used and the positive outcomes that resulted]. This support has not only enhanced our capacity but has also inspired our team and stakeholders to strive for excellence in our initiatives.

We deeply appreciate your commitment to [mention the focus area of the grant or project]. Your partnership is crucial to our mission, and we look forward to continuing our collaboration to achieve even greater results.

Thank you once again for your support. We are excited about what we can accomplish together in the future.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]
[Your Organization Address]
[Your Contact Information]