

# Letter of Grateful Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

On behalf of [Your Organization], I would like to extend our heartfelt gratitude for the approval of our grant application submitted on [application date]. We are truly honored to be a recipient of this generous support.

This funding will significantly enhance our ability to [briefly describe how the grant will be used]. We are committed to utilizing these resources effectively and responsibly to achieve [objective or project goals].

Thank you once again for your support and belief in our mission. We look forward to updating you on our progress and the positive impact your grant will have in the community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]