

# Letter of Acknowledgment for Travel Expense Support

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the generous support provided for my travel expenses related to [specific event or purpose]. Your assistance has significantly contributed to my ability to participate, and I am extremely grateful for your support.

Specifically, your contribution of [amount or description of support] was instrumental in covering costs associated with [details of travel, e.g., airfare, accommodation, meals]. This support allowed me to focus on [mention the purpose of travel] without the added stress of financial burdens.

Thank you once again for your kindness and support. I truly appreciate your assistance and look forward to [mention any follow-up or future interactions].

Sincerely,

[Your Name]

[Your Title/Position if applicable]