

# Letter of Recognition

Date: [Insert Date]

Recipient Name  
Recipient Address  
City, State, Zip Code

Dear [Recipient Name],

On behalf of [Organization Name], I wish to extend our heartfelt gratitude for your generous support and commitment to our mission. Your significant contribution of [insert donation amount or details] has made a profound impact on our ability to [describe what the funds will help achieve].

Thanks to your generosity, we have been able to [insert specific outcomes achieved due to the donation]. Your support not only advances our work but also inspires others to contribute to our cause.

We are honored to recognize you as a major donor and would like to acknowledge your support in our upcoming [insert event or publication, if applicable]. Your partnership is invaluable to us, and we look forward to sharing additional updates as we progress in our initiatives.

Once again, thank you for believing in our vision and for making a difference in the lives of those we serve. Please feel free to reach out if you have any questions or would like to discuss your involvement further.

Warm regards,

[Your Name]  
[Your Title]  
[Organization Name]  
[Phone Number]  
[Email Address]