

Letter of Appreciation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, ZIP]

[Recipient Name]

[Recipient Business Name]

[Business Address]

[City, State, ZIP]

Dear [Recipient Name],

On behalf of [Your Organization], I would like to express our heartfelt gratitude for your generous donation of [insert details of the donation] to our community initiative. Your support plays a crucial role in helping us achieve our mission of [insert mission/goal of your organization].

Thanks to your contribution, we were able to [briefly mention what the donation helped achieve]. Your commitment to giving back to the community does not go unnoticed, and we are truly appreciative of your partnership.

We look forward to working together towards a brighter future for our community. Thank you once again for your generosity and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]