

Letter of Acknowledgment

[Date]

[Your Name]

[Your Position]

[Your Institution/Organization]

[Institution Address]

[City, State, Zip Code]

[Donor's Name]

[Donor's Title]

[Donor's Organization]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We are writing to formally acknowledge and express our gratitude for your generous contribution of [amount or description of the grant] towards our educational programs at [Your Institution/Organization]. Your support plays a crucial role in enriching our students' learning experiences and enhancing our initiatives.

Thanks to your generosity, we are able to [mention specific projects, scholarships, or programs that will benefit from the grant]. Your commitment to education and community building is truly appreciated.

Once again, thank you for your invaluable support. We look forward to keeping you updated on our progress and hope to collaborate further in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Contact Information]