

Letter of Recognition

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are thrilled to extend our heartfelt gratitude for your generous sponsorship of [specific event, program, or initiative] on [date]. Your support has made a significant impact on [describe the impact of the sponsorship].

Thanks to your generosity, we were able to [mention specific achievements or outcomes]. Your commitment to our cause is greatly appreciated and truly inspires us to continue our work.

As a token of our appreciation, we would like to recognize you in [detail how you will recognize them, e.g., social media shoutouts, event programs, etc.].

If you have any questions, please feel free to reach out. We look forward to continuing our partnership in the future.

Thank you once again for your invaluable support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]