

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of Funds Received

I hope this message finds you well.

I am writing to formally acknowledge the receipt of funds amounting to [amount] which we received on [date]. This contribution will significantly assist us in [mention the intended use of the funds or project].

We greatly appreciate your support and trust in our organization. Your generosity allows us to [briefly explain the impact of the funds].

If you have any questions or require further information, please do not hesitate to contact me directly.

Thank you once again for your support.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]