

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Received Funds

I am writing to formally acknowledge the receipt of funds in the amount of [amount] which was provided on [date]. This funding will be allocated toward [specific purpose or project] as outlined in our previous correspondence.

We appreciate your support and commitment, which plays a crucial role in the success of our initiatives.

Thank you once again for your generosity. Please feel free to reach out if you require any further information or documentation regarding the use of these funds.

Sincerely,

[Your Name]
[Your Position]
[Your Organization/Company Name]