

[Your Organization's Letterhead]

[Date]

[Participant's Name]

[Participant's Address]

[City, State, Zip Code]

Dear [Participant's Name],

Subject: Acknowledgment of Participation

We would like to express our sincere gratitude for your participation in [Event/Project Name] held on [Date]. Your involvement has been invaluable, and we appreciate the effort and enthusiasm you brought to the [event/project].

We acknowledge and recognize your contribution in the following ways:

- [List specific contributions or roles]

- [Highlight any achievements or impacts of their participation]

Thank you once again for being a vital part of our [event/project]. We hope to see you in future endeavors!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]