

[Your Name]
[Your Position]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Funding Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of Research Grant

I am writing to formally acknowledge the receipt of the research grant awarded to us by [Funding Organization] for the project titled "[Project Title]."

We are grateful for this generous support, which will significantly contribute to [briefly describe the goals/objectives of the research]. The funding will enable us to [mention specific activities or aspects that the grant will support].

We appreciate the trust placed in us and are committed to undertaking this research with the utmost diligence and integrity. We understand the importance of providing updates and results to [Funding Organization] and will ensure timely reporting throughout the duration of the project.

Thank you once again for your support. We look forward to contributing valuable insights to the field.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Institution]

[Optional: Grant Number or Reference]