Sponsorship Acknowledgement Letter

Date

Your Name

Your Organization’s Name Street

City, State ZIP

Dear [CEO/CSR Manager/Business Owner/etc.],

We did it! During [event name] (and thanks to your generous donation!) we were able to raise [amount] for

[cause, project, etc.].

I cannot tell you how much all of us at [nonprofit name] appreciate your contribution to our event. Thanks to

your donation of [amount], we will be able to [list out specific goals, objectives, etc.].

I also wanted to let you know that we will be [hosting volunteer event, opening our nonprofit’s doors for

tours, having a board member spot open soon, etc.]. We would love to extend an invitation to you [and/or your employees] to participate in this opportunity! Our current corporate sponsors have all enjoyed developing a stronger partnership with our organization, and I am hoping you’ll do the same.

If you or anyone at your company is interested in supporting our nonprofit’s cause further, please do not hesitate to give me a call at [phone number] or email me at [email address].

Thank you again!

 [Your printed name]

 [Your title]

[Your signature]