Support Acknowledgement Letter Template

The template below offers guidelines for acknowledging industry support for a group project or event. The template may be transferred to your group's letterhead and modified as needed.

[DATE]

[NAME]
[TITLE]
[COMPANY]
[ADDRESS 1]
[ADDRESS 2]
[CITY], [STATE] [POSTAL CODE]

Dear [NAME]:

Paragraph 1: Thank you and acknowledgment of support
Please accept my sincere appreciation on behalf of [FULL GROUP NAME] and ASRM for [COMPANY'S] support of [GROUP EVENT OR PROJECT] in the amount of [AMOUNT].

Paragraph 2: Event or project details
[Write more detail about your project or event, e.g. the purpose of the event, how many people participated, positive feedback from participants, etc.]

Paragraph 3: Company recognition
[State the manner in which the company was recognized for supporting the event.]

Paragraph 4: Closing
Once again, thank you for supporting [EVENT]. I hope that we can continue to count on your partnership in the future.

[CLOSING],
[SIGNATURE]
[NAME]
[TITLE], [GROUP]