**Sample Letter of Appreciation for Support**

horizontal line

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient's Name]  
[Recipient's Position]  
[Company/Organization's Name]  
[Company/Organization's Address]  
[City, State, ZIP Code]**

**Dear [Recipient's Name],**

**I am writing to express my sincere appreciation for the exceptional support you have provided during [specific event or project]. Your dedication and assistance have been instrumental in ensuring the success of [event/project].**

**Your willingness to go above and beyond, especially in [specific example], has not gone unnoticed. Your efforts have made a significant difference, and I am deeply grateful for your commitment and hard work.**

**Thank you once again for your unwavering support. It is greatly appreciated and will not be forgotten.**

**Sincerely,**

**[Your Name]**