

Date: \_\_\_\_\_

To,

\_\_\_\_\_

Subject: Acknowledgement and Thanks

Dear \_\_\_\_\_,

I would like to express my sincere gratitude for your kind support and assistance. Your contribution has been greatly appreciated and has played a significant role in the successful completion of the task.

Thank you once again for your valuable help.

Sincerely,

\_\_\_\_\_

(Your Name)