

Sample Acknowledgement Letter for Receipt of Funds

Dear (donor)

Thank you for your generous support. Your contribution of \$_____ supporting the (date-date), 20___ PAA conference in (location) has been received. Attached below is a receipt for your records.

You will be listed as a meeting sponsor and your support will be acknowledged at the conference. Thank you again for helping us roll out the welcome mat for an illustrious group of national and international potato industry leaders and their families.

Sincerely,

(names)

Chairperson(s)

Received of (donor):

Donation: \$_____

Purpose: Support of the 20___ conference of The Potato Association of America (PAA), (city, state).

Signed: _____

Member, 20___ LAC Date