

Professional workplace acknowledgement

Subject: Appreciation for Your Contribution in Memory of [Name]

Dear [Donor's Name],

On behalf of [Company/Organization], I want to express our appreciation for your donation made in memory of our colleague, [Deceased's Full Name]. Your contribution is a thoughtful way to honor their memory and continue the impact they had on others.

We are grateful for your support and generosity. Your kindness helps us reflect on the positive influence [Deceased's First Name] had within our community and beyond.

With appreciation,

[Your Full Name]

[Position]

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