

**(Name of company or institution)  
Address  
(City, State, ZIP)**

**Dear David (or appropriate name):**

**[Name]**

**Mr. [Name]  
[Address]  
[City, State, ZIP]**

**Dear [Name]:**

**Thank you for your thoughtful contribution.**

**Please accept my sincere appreciation.**

**Your efforts are highly valued, and we are in appreciation to the extent of your contribution. Therefore, your contribution will not be returned to you. However, you may use the contribution for your personal use, provided you do not use it for any other purpose.**

**Your efforts are highly valued, and we are in appreciation to the extent of your contribution. Therefore, your contribution will not be returned to you. However, you may use the contribution for your personal use, provided you do not use it for any other purpose.**

**In appreciation for the contribution, we are pleased to provide you with a copy of the report of the project. You may use the report for your personal use, provided you do not use it for any other purpose.**

**Please contact your assistant or the professional for more information.**

**Sincerely,**

**[Name of person writing enclosed letter]**