

Writing Sample: Acknowledgement Letter

June 12, 2016

Ms. Samantha Carlos, Executive Director
The Beach Key Foundation
1234 NE Ocean Drive
Miami, FL 12345

Dear Ms. Carlos,

Thank you for the kind donation The Beach Key Foundation made to NSU Art Museum Fort Lauderdale's Summer Children's Festival. Over 300 children and their families attended the two-day long event on June 3rd and June 4th held at the museum. Because of your sponsorship, children from all over Broward County were able to attend hands-on museum workshops on textiles and photography, as well as view our current exhibitions, *Bellissima: Italy and High Fashion 1945-1968* and *Chuck Close Photographs*. Our museum staff and docents provided 65 additional tours during the festival to attending families. Enclose with this letter are comments from children and families who attended the festival.

NSU Art Museum appreciates your support for the festival. Our museum director, Bonnie Clearwater, acknowledged The Beach Key Foundation's sponsorship during the opening remarks for the program, and The Beach Key Foundation's name appeared on all the program brochures. Your gift is also acknowledged on our website and within the museum's academy materials. NSU Art Museum would like to offer The Beach Key Foundation board of directors and employees a guided tour of the museum by our museum director. As a corporate benefactor of the museum, you will also receive a corporate membership card for the year (2016-2017), 10 one-day passes to the museum, and 2 invitations to members-only exhibitions previews.

We thank you again for your generous support of the museum, sponsors like The Beach Key Foundation allow NSU Art Museum to provide art and culture programs for hundreds of children and families throughout South Florida. I look forward to your visit to NSU Art Museum.

Regards,

Ashley Irizarry, Development Associate