

Request for Assistance Recognition

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request recognition for the assistance provided by [Name of Person/Organization] in [briefly describe the context or project]. Their support has been invaluable in [explain how their assistance benefited the project or initiative].

The contributions made by [Name] include:

- [Specific contribution 1]
- [Specific contribution 2]
- [Specific contribution 3]

We believe that recognizing their efforts not only honors their commitment but also encourages continued collaboration in the future. We would be grateful if you could acknowledge their contributions in [mention how you would like the recognition to take place, e.g., a public event, newsletter, etc.].

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]