

Letter of Appreciation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am delighted to extend my heartfelt congratulations on receiving the Service Excellence Recognition Award. Your commitment to excellence and exceptional service has not gone unnoticed.

Your dedication to our values and your unwavering support greatly contributes to our success and sets a benchmark for others. We are truly grateful for your efforts and the positive impact you have on our team and the community.

Once again, congratulations on this well-deserved recognition. We are proud to have you as a part of our organization.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]