

# Letter of Recognition

Date: **[Date]**

To: **[Recipient's Name]**

From: **[Your Name]**

Subject: Recognition for Exceptional Peer Collaboration

Dear **[Recipient's Name]**,

I am writing to formally recognize and commend you for your exceptional collaboration and teamwork during the **[Project Name]** project.

Your ability to **[specific contribution or behavior, e.g., communicate effectively, support team members, or share innovative ideas]** played a crucial role in our project's success. Your dedication and positive attitude inspired the team and made our collaborative efforts both enjoyable and productive.

Thank you once again for your hard work and commitment. Your contributions have not gone unnoticed, and I look forward to working together on future projects.

Warm regards,

**[Your Name]**

**[Your Position]**

**[Your Contact Information]**