

# Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Recognition of Meticulous Proofreading Skills

Dear [Recipient's Name],

I am writing to formally recognize and appreciate your exceptional proofreading skills and the unwavering support you have provided to our team. Your attention to detail and keen eye for errors have significantly enhanced the quality of our work, ensuring that our documents are not only accurate but also polished to perfection.

Your commitment to excellence has not gone unnoticed, and I want to express my heartfelt gratitude for your contributions. It is a pleasure collaborating with someone who is so dedicated and thorough in their craft.

Thank you once again for your outstanding work. I look forward to our continued collaboration.

Warm regards,

[Your Name]

[Your Position]

[Your Company]