

Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally recognize your invaluable contributions as a Conversational Language Guide. Your efforts in facilitating communication and enhancing language skills among individuals have not gone unnoticed.

Your dedication to creating an inclusive environment and your ability to connect with learners are commendable. The impact you have made on their language journey is significant, and we are grateful for your passion and commitment.

Thank you for your exceptional work and for being an inspiring guide. We look forward to your continued contributions in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]