

Exceptional Service Recognition

Date: [Insert Date]

To: [Concierge's Name]

Position: Concierge

[Hotel Name]

[Hotel Address]

Dear [Concierge's Name],

We are delighted to take this opportunity to recognize you for your exceptional service during [specific date or time period]. Your dedication and commitment to providing outstanding hospitality have not gone unnoticed.

Your ability to [mention specific actions or situations where the concierge excelled] has greatly enhanced the experiences of our guests. Your enthusiasm and passion set a standard of excellence that inspires your colleagues and contributes to our hotel's positive reputation.

As a token of our appreciation, we are pleased to present you with [mention any rewards, certificates, or recognition]. We encourage you to keep up the fantastic work and continue to be a shining example of the exceptional service that our hotel prides itself on.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Hotel Name]