

Letter of Recognition

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Concierge's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Concierge's Name],

I am writing to formally recognize and commend you for your outstanding communication skills as the concierge at [Hotel Name]. Your ability to effectively engage with guests and address their needs is truly impressive.

Your friendly demeanor, attentiveness, and proactive approach have not only enhanced the experience of our clients but have also set a standard of excellence within the hotel. Guests consistently share positive feedback about your approachable nature and the clarity of information you provide.

Thank you for your hard work and dedication. You are a valuable asset to [Hotel Name], and I look forward to seeing the continued positive impact of your exceptional skills.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]