

Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally recognize and express my gratitude for your invaluable collaboration on the draft document "[Document Title]." Your expertise and insights have greatly enhanced the quality of our work.

Your contributions in [specific contributions, e.g., research, writing, editing] were instrumental in bringing clarity and depth to the document. The collaborative spirit you exhibited made the process both productive and enjoyable.

Thank you once again for your dedication and hard work. I look forward to future collaborations and the continued success of our endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]