

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I would like to take this opportunity to formally acknowledge and express my appreciation for the exceptional logistics support you provided for the [Event Name] held on [Event Date]. Your expertise in coordinating the various aspects of the event played a crucial role in its success.

From the planning stages to execution, your attention to detail and professionalism ensured that every element was seamlessly managed. The feedback we received from attendees was overwhelmingly positive, and much of that credit goes to your hard work and dedication.

Thank you once again for your valuable contributions. I look forward to working together on future projects.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]