

# Letter of Commendation

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally commend you for the outstanding workshop that you recently hosted on [Workshop Topic] on [Date]. Your ability to engage the participants and convey complex concepts in an accessible manner was truly impressive.

The feedback we received from attendees was overwhelmingly positive, highlighting your expertise and the practical skills they gained from your sessions. Your dedication to fostering a collaborative learning environment did not go unnoticed.

Thank you for your hard work and commitment to excellence. We are looking forward to your future workshops and continued collaboration.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]