

# Commendation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

## **Subject: Commendation for Outstanding Service**

Dear [Recipient's Name],

I am writing this letter to formally commend the exceptional service provided by [Department/Agency Name] during [specific event or situation]. Your team's dedication and professionalism made a significant impact on our community.

Specifically, I would like to highlight [mention specific actions or efforts that stood out], which demonstrated not only your commitment to excellence but also your compassion and understanding towards the public.

In recognition of your hard work and the positive outcomes achieved, I believe that your efforts deserve to be acknowledged. Thank you for your unwavering commitment to serving our community, and please extend my gratitude to your entire team.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]