

Letter of Recognition

Date: [Insert Date]

Dear [Recipient's Name],

On behalf of [Organization/School Name], I would like to take this opportunity to express our sincere appreciation for your outstanding contributions to our extracurricular programs.

Your dedication and commitment to [specific activity or organization, e.g., the school's soccer team, debate club] have not gone unnoticed. Your efforts have not only enhanced the experience for your peers but have also set a remarkable example of leadership and teamwork.

We are particularly impressed by your [mention specific achievements or roles, e.g., organizing events, mentoring younger students], which have significantly enriched our community.

Thank you for your hard work, passion, and spirit. We are grateful to have you as part of our team, and we look forward to your continued involvement.

Sincerely,

[Your Name]

[Your Title]

[Organization/School Name]

[Contact Information]