

# Letter of Recognition

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for your generous recommendation regarding [specific context, e.g., my job application, scholarship, etc.]. Your support has been invaluable.

Your belief in my abilities and potential has truly made a difference, and I appreciate the time and effort you took to advocate on my behalf.

Thank you once again for your kindness and support. I look forward to keeping in touch.

Sincerely,

[Your Name]