

# Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

On behalf of [Your Organization/Committee Name], I am thrilled to formally recognize your exceptional efforts as a Diversity Champion within our community.

Your commitment to promoting inclusivity and fostering a culture of diversity has not gone unnoticed. Specifically, your work on [mention a specific project or initiative] has significantly contributed to our goals of creating a more equitable environment for all.

We are grateful for your dedication and the positive impact you continue to have on our organization. Your leadership inspires others to embrace diversity and to strive for inclusion.

Thank you once again for your outstanding contributions. We look forward to seeing the continued impact of your efforts.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]