

Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Recognition for Exceptional Courtyard Cleaning Efforts

Dear [Recipient's Name],

I am writing to formally recognize your outstanding efforts in maintaining the cleanliness and beauty of our courtyard. Your dedication and hard work have not gone unnoticed, and we truly appreciate the time and energy you have invested.

Your attention to detail and commitment to creating a welcoming environment for all have significantly enhanced our community space. The difference you have made is evident and serves as an inspiration to others.

Thank you once again for your exceptional contributions. We are grateful to have you as part of our team.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]