

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge and express my heartfelt gratitude for the technical support and mentorship you have provided me during [specific time period/project name]. Your expertise and guidance have been invaluable to my development and success.

Your ability to [mention specific skills, advice, or support received] has not only enhanced my understanding but also motivated me to strive for excellence in my work. I greatly appreciate the time and effort you dedicated to help me navigate [specific challenges or learning experiences].

Thank you once again for your unwavering support and encouragement. I look forward to applying what I have learned and hope to continue collaborating in the future.

Sincerely,

[Your Name]