

Letter of Appreciation

[Your Name]
[Your Position]
[Your Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

On behalf of [Your Organization], I would like to express our heartfelt appreciation for your participation in the Utility Water Conservation Program. Your commitment to conserving water resources has contributed significantly to our community's sustainability efforts.

By actively engaging in this program, you have helped to raise awareness about water conservation practices and set a positive example for others. Your efforts in [specific actions taken by the recipient, e.g., reducing water usage, implementing rainwater harvesting, etc.] have not gone unnoticed and are truly commendable.

Thank you once again for your dedication and support. Together, we can continue to make a difference in preserving our water resources for future generations.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]