horizontal line

Appreciation Letter Format

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]**

**[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, ZIP Code]**

**Dear [Recipient's Name],**

I am writing to express my sincere appreciation for [specific reason for appreciation]. Your [specific actions, qualities, or contributions] have made a significant impact on [you, the team, the project, or the organization].

[Provide specific examples or details about what the recipient did and how it positively affected you or the organization]. Your dedication, hard work, and commitment are truly commendable and have not gone unnoticed.

[Optional: Include a sentence or two about the personal impact or what this means to you.]

Once again, thank you for your exceptional efforts. Your contributions are highly valued and greatly appreciated. I look forward to [continued collaboration, seeing your future successes, etc.].

**Sincerely,**

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]