

Company/ Organization name

O/o- The officer who intends to issue, Company/ office name

Street, City, State,

ZIP code: \_\_\_\_\_

Dated: Month day, year

Recipient name

Cabin/ Cubicle no.\_\_\_\_,

Company/office name,

City, State, ZIP code: \_\_\_\_\_

Dear Mr./ Miss/ Ms. \_\_\_\_\_,

[Body of the letter - start

Para-1 State the purpose of writing the letter.

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Para-2 Words of praise first para [General words of kudos]

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Para-3 Words of praise second para (Mention special achievements and praise for the same.)

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Body of the letter - end]

[Show a good gesture/ chance of growth]

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[Formal closing]

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[Signature & Name]

\_\_\_\_\_, \_\_\_\_\_  
[Designation], Unit name