

Letter of Appreciation

To

Mr. J. K. [Name]
Secretary, [Organization]
[Address]
[City, State, Zip]

I am writing to express my sincere appreciation for the [specific action or contribution] that you and your organization have made. Your [specific action or contribution] has been instrumental in [specific impact or benefit].

Thank you very much for your [specific action or contribution]. Your [specific action or contribution] has been a great help to [specific impact or benefit].

[Signature]
[Name]
[Title]

[Address]
[City, State, Zip]

[Organization Name]
[Address]
[City, State, Zip]
[Phone Number]
[Fax Number]
[Website]