

Formal Thank You Letter Outline for Recognition

Sender's Address

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

Recipient's Address

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Recipient's Address]

[City, State ZIP Code]

Salutation

Dear [Recipient's Name or Title],

Opening Paragraph

- Express gratitude for the recognition or award.
- Mention specifically what you are being recognized for.

Body Paragraph(s)

- Share your feelings about the recognition and its significance to you.
- Briefly describe any relevant experiences, contributions, or efforts.
- Express appreciation for the opportunity or support.

Closing Paragraph

- Reiterate your thanks.
- Look forward to future contributions/opportunities.
- Offer well wishes as appropriate.

Complimentary Close

Sincerely,

[Your Name]