[Date of letter-month, day, and year]

[Recipient's first and last names]

[Company name]

[Street or P.O. box address]

[City, State ZIP code]

Dear [recipient's name]:

I want to express my sincere appreciation to you for being the most superb school principal I have ever known. Your leadership during the time that my three children have attended your school has been remarkable and inspiring. I know many other parents and students feel the same way, even though we might often forget to tell you how much we appreciate you.

Thank you again for your wise and strong leadership. Our school is definitely a better place because you are there.

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Your enthusiasm and your ability to motivate your employees have resulted in a significant increase in productivity and profitability. ABC, Inc. appreciates your efforts and the assistance you give to your co-workers. If we had an award to give, you would be the key contender.

Please accept my sincerest gratitude for the superior job you are doing in our service department.

Sincerely,

[Signature]

[Sender's first and last names]