

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere appreciation for [specific reason for appreciation, e.g., your exceptional service, outstanding performance in a project, etc.].

Your dedication and commitment to [mention specific task or project] have not gone unnoticed. [Include a brief detail about their contribution].

Thank you once again for your hard work and professionalism. I look forward to continuing our successful collaboration.

Warm regards,

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