

****ZJCC Letter of Appreciation Outline****

1. **Header**

- Date
- Sender's Name
- Sender's Title
- Sender's Organization
- Sender's Address
- Receiver's Name
- Receiver's Title
- Receiver's Organization
- Receiver's Address

2. **Salutation**

- Dear [Receiver's Name],

3. **Introduction**

- Briefly state the purpose of the letter.
- Express gratitude for the individual's contribution.

4. **Body Paragraphs**

- ****Specific Contributions****
- Highlight specific actions or contributions made by the individual.
- Mention the impact of these actions on the organization or community.

- ****Personal Anecdote****

- Share a relevant personal or organizational experience related to the individual's contributions.

- ****Value and Importance****

- Discuss the value that the individual's efforts bring to the organization and its mission.

- Acknowledge any challenges faced and how they were overcome.

5. **Conclusion**

- Reiterate appreciation and gratitude.
- Express hope for continued collaboration or future engagement.

6. **Closing**

- Sincerely,
- [Your Name]
- [Your Title]
- [Your Organization]