

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]
Siyabonga [Recipient's Name],
Ngifuna ukukwazisa ngokubonga ngezinto ezinhle ozenzile. [Mention
specific actions or contributions that you appreciate]. Lokhu kube
yinsiza enkulu kithina futhi sikholelwa ukuthi imizamo yakho izosiza
ekuthuthukiseni [mention the area of improvement or goal relevant to the
recipient's actions].
Siyabonga kakhulu ngempela,
[Your Name]
[Your Title/Position if applicable]
[Your Organization if applicable]