

Your Ref: Date:

Quarterly Meeting,

Greetings from our Lord Savior.

We are writing to humbly request official appreciation from your esteemed office for a kind gesture of one of our able-to-do families called Mr. and Mrs. Yeboah. This recognition would not only motivate this family but also acknowledge their hard work and dedication.

Late last year, Mr. and Mrs. Yeboah successfully began the construction of a five-unit story-store room to eradicate a nuisance caused by a nearby car washing bay adjacent to the church building. This on-going project has indeed brought a solution to our headache caused by the car washing bay. We believe that this achievement aligns with the goals and objectives of our noble church.

An official appreciation from your office would be a great honor and a testament to the value of the work done so far. We would be grateful if you could consider our request.

Thank you for your time and consideration.

Sincerely,
Edward Kwaku Amankwatia
Caretaker