|  |
| --- |
| **GREETING**  *Dear Ms/Mr \_\_\_\_\_\_\_,* |

|  |
| --- |
| **TOPIC AND PURPOSE**  *On behalf of our organization/our office/our department/UNEPD], I am writing to express our deepest appreciation to you for the great dedication/ kindness/ effort/ diligence you have shown in your work as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* |

|  |
| --- |
| **DEVELOPMENT**  *Your willingness and determination to travel/help/offer your services so to \_\_\_\_\_\_\_\_\_\_\_\_\_*  *has won the greatest admiration from all of our staff/our participants/ our donors/ our clients. Furthermore, your efforts have inspired us to make our very best effort to do whatever we can to alleviate/ increase/ implement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  *Not only do you very admirably fulfill your duties as \_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, but you also extend yourself further by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Among the many contributions you have made is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  *Despite the demands of a very active career, it is clear that you have dedicated time in your life to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* |

|  |
| --- |
| **SUMMING UP** |

|  |
| --- |
| **CLOSING**  *“Yours truly,*  *(signature)”* |