

APPRECIATION LETTER SAMPLES

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Introduction

No one can deny this fact that a person who is appreciated for his entire good deeds yield more productivity as compared to the person who is not appreciated. Appreciation acts as a motivating and inspiring factor for people, be it their professional or personal life. It is a good gesture to appreciate someone for their achievements. It gives them a feel good feeling and helps them in increasing their self confidence too.

Appreciation Letter Samples Tips

Following points should be considered for writing an appreciation letter:

- First it is vital to appreciate the person immediate after his achievements and with complete sincerity.
- It is worthwhile to mention in your letter that how his achievements has helped the organization (Or someone in personal life).
- Wordings of the letter should be such that the other person should feel special and motivated.
- Tone of the letter should be formal and polite.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample Appreciation Letter Samples

To,

Mr. Albert Wilson

Customer Care Manager

Asian Electronics

California

Date (Date on which letter is written)

From,

Michael Rogers

123, Eastern Hills Apartment

California

Sub: Letter of appreciation

Dear Mr. Wilson,

I am writing this letter to extend my heartiest appreciation to you for giving me timely service of my refrigerator. I truly appreciate the way you handle customer concerns and solve them so effectively. Your professionalism in dealing with your customers and taking care of them even post purchase is commendable. I registered a complaint regarding my refrigerator on 30th September and to my surprise, your engineer visited my house the same day and handled the complaint gracefully.

I, once again would like to thank you for giving me a wonderful customer service experience and wish you all the best. I will recommend my friends to visit your showroom if they wish to buy any electrical appliance.

Thanking you,

Yours sincerely'

Michael Rogers

Appreciation Letter Samples Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear Mr. _____ (name of the person),

I am writing this letter to personally appreciate you on your customer handling skills. I have registered complaint in your service centre on _____ (date) regarding _____ (reason). It was to my great astonishment when I saw your engineer in front of me within 12 hours of registering the complaint. I truly admire the professionalism by which you treat your customers and will definitely recommend your services to my friends and neighbors.

I, once again would like to extend my sincere thanks to you for attending my complaint on time and wish you luck for the years to come.

Yours sincerely'

(_____)

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