

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Government Agency		
Address Line		
City, State Zip Code		

Re: Praise Government Official or Employees

Dear :

I am writing in reference to the individuals that work within the {Government Agency/Sector}. I must praise the employees of this section, they were very helpful in helping me { }. They took the time to explain the process and ensured that I had every form that I needed.

I would like to say "Thank You" to them.

Sincerely,

N A M E