

You might have received an award or an appreciation for your work. Have written a letter of thanks after receiving the award? If you haven't written such a letter as you were not able to write. Then don't worry. I will make you comfortable in writing a letter of appreciation. People are not fond of writing a letter of thanks as they don't understand the importance of writing an appreciation letter. You received a scholarship, fee waiver, first prize in the competition, and general appreciation for your good work. Don't forget to write a letter of thanks to prove that you really deserved the honor.

Here are some important tips to write a letter of thanks and gratitude.

Reasons to write an appreciation letter:

- Group aspirations
- Introductions
- Requests to present Advice and suggestions
- Personal preferences
- Recommendations
- References
- Compassions
- Free Help

Important points for writing appreciation letters:

- Explain what is the reason of appreciation?
- Give brief explanation of appreciation
- Don't try to include the unwanted information in appreciation letter.
- The message of letter of thanks should be clear and apt.
- Express your warm and sincere point of view.
- You are free to use postcards for appreciation letter.
- Prefer to write in your own handwriting.
- For business purpose, use a typed letters

[Helpful words](#) you can use: Click on each word to get definitions and examples from WordNet 1.6 Vocabulary Helper.

Admire	Appreciate	Approve	Commend
Delighted	Delightful	Elegant	Encourage
Encouraging	Generous	Gracious	Happy
Honor	Impress	Inspirational	Inspire
Interesting	Marvelous	Praise	Prize
Recognize	Recommend	Remarkable	Respect
Satisfy	Sensational	Superb	Surprise
Terrific	Thrilled / Thrilling	Touch	Treasure
Triumph	Unique	Valuable	Value
Welcome			

Format of Letter of Thanks/Appreciation

Salutation

Body of Letter of thanks(should be precise and appropriate to make your points)

Thanks

Subscription(Sincerely Yours, yours truly etc.)

Signature

Your Name

Examples of Letter Of Thanks

Financial Help for Education

Respected Sir

I am grateful for the financial assistance you provided for my education. It was extremely difficult for me to continue my studies without your assistance. It was a huge source of inspiration for me. I am grateful for your generous assistance.

Your thoughtful assistance will help me succeed in life.

Sincerely Yours

Signature

Type Your Name

Appreciation Letter for Awards/Honours

The Chief Minister

Haryana Government

Respected Sir

I am delighted and overjoyed to have received the Best Secondary Teacher Award. I'd like to express my gratitude and appreciation for receiving the state award for best teacher. I sincerely thank you for bestowing this significant honour in the field of education.

Thank you very much.

Sincerely yours

Signature

Your name

Appreciation Letter for Recommendations

The Vice Chancellor,

Dr.& Professor, J.P. Yadav

Indira Gandhi University

Meerpur, Rewari

Haryana

Respected Sir

I applied for a Ph.D. in the department of education at your esteemed university, and my topic was school-level reading problems and solutions. I received a scholarship recommendation from your university for the aforementioned topic. I appreciate your recommendation for me.

Thank you for taking the time to do this for me.

Sincerely Yours

Signature

Name