

# Business Contracts



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Date: <<CurrentDate>>

From: <<Supervisor>>

To: <<HRContactName>>

Subject: Commendation for <<ContractFirstName>> <<ContractLastName>>

I'm writing this letter to recognize and commend <<ContractFirstName>> <<ContractLastName>> for << insert good deeds/work/habits, etc.—whatever person is commended for >>.

<< Provide further details of commendation as desired. >>

<< Letters of commendation may be sent to prospective clients and

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# S A M P L E

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