987 Lamb Street, Nutonne, PA 18539 • Phone: (908) 555-3350 • Email: butterfly22@earth.net

Lydia Almay

 October 13, 2014

Balder Enterprises

89 West Street

Mitcheltown, DE 19722

To whom it may concern:

I am writing to express my appreciation of several employees at one of your restaurants, Wonderland Palace in Nutonne, Pennsylvania. The service we received during our family dinner party was absolutely delightful! The following employees should be commended for exceptional service.

|  |  |
| --- | --- |
| Name | Position |
| Jerry Langley | Manager |
| Lucia George | Hostess |
| Clarissa Sharpe | Server |
| Jude Barley | Trainee |

These four employees worked beyond expectations to ensure that all 40 members of our party were satisfied with their dining experience. These employees possessed all the qualities of which you would be proud:

* Prompt and courteous service
* Friendly and helpful attitudes
* Patient nature and attentive to our needs

You are fortunate to have these four individuals as employees. Please convey my appreciation to each of them.

 Sincerely,

 Lydia Almay