

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Contracting Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Letter of Commendation for Exceptional Parking Lot Repaving Services

Dear [Recipient Name],

I am writing to formally commend [Contracting Company Name] for the outstanding work performed on the recent repaving of our parking lot located at [Project Location].

The project was completed with a high level of professionalism, efficiency, and attention to detail. We were particularly impressed with the quality of the asphalt application, the precision of the striping, and your team's ability to complete the project within the agreed-upon timeframe without disrupting our daily operations.

Your crew's commitment to safety and cleanliness on the job site did not go unnoticed. The new surface has significantly improved the safety and aesthetic appeal of our property, and we have already received positive feedback from our staff and visitors.

Please extend our gratitude to everyone involved in this project. We look forward to the possibility of working with your team again in the future.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]