

How to write a letter of commendation!

1 Reading

Read the letter of commendation. Do you think the detectives deserve this degree of praise? Explain your answer.

2 Paragraphs

Indicate where you can find the following information.

- Which detectives are being commended = paragraph
- The time the police arrived = paragraph
- The day the incident occurred = paragraph

3 Useful words & expressions

Complete the sentences with the correct words.

- I'd like to thank the Marston Police Department \_\_\_\_\_ the prompt and professional service...
- Detectives arrived at 1:49 am and sealed the crime \_\_\_\_\_.
- In particular, I'd like to \_\_\_\_\_ Detectives Baker and Smith for the way they handled everything.

4 Writing task

Write a letter of commendation. Use this text as a model for your writing. Include a greeting, details of who you'd like to thank and why, what happened and why you are so pleased with the people concerned.



Say what the letter is concerning.

→ Re: Letter of commendation for Detectives Baker and Smith

Greet the person you're writing to formally with "Dear".

Dear Police Commissioner Zoe Wilkins,

Give details of who you'd like to thank and why.

On behalf of my company, I'd like to thank the Marston Police Department for the prompt and professional service they provided following a break and enter that occurred at our company's premises early in the morning of Monday 4th May this year. All detectives who assisted performed their duties admirably.

Explain what happened and give details related to the situation or event.

Prompted by an alarm response from our company security system, I gave the OK at 1:42 a.m. to call Marston Police. Detectives arrived at 1:49 am and sealed the crime scene. This is an excellent response time. From our company video security system, we were able to provide them with video evidence of the break and enter, property damage and cash theft. Using this, as well as the evidence from their own investigation, it appears that the burglar should easily be identified and apprehended.

Say why you're so pleased with the people you're thanking and what they did that was so special.

In particular, I'd like to thank Detectives Baker and Smith for the way they handled everything. Not only were they well informed, they were also caring and considerate and conducted themselves in a most professional manner. They made it clear they would help in any way they could, and they were professional and courteous at all times. Thank you for hiring them – they're wonderful. Excellent work by the Marston Police Department!

When you sign off the letter, use "Yours sincerely" if you know the name of the person, or "Yours faithfully" if you don't know the name.

Thank you so much,  
Yours sincerely,  
Nicola Staples