



Sender's Address
Sender's Email Address
Name of the Company
Company Address
Date
Receiver's Name
Job Title
Name of the Company
Company Address

Subject: Thank You Letter

Dear ABC (Name of the Receiver),

Thank you so much for the warm welcome and great hospitality on my official Dubai tour. Thank you so much for making all the arrangements on such short notice. You are an incredible host from arranging travel from the airport to the hotel and arranging my stay at such an amazing hotel, you have handled everything greatly. Your perfect arrangement left no room for any complaints.

Thank you for giving your time and taking me on a Dubai city tour. The Dubai safari with BBQ dinner was amazing. I also truly enjoyed the cruise. Thank you again for your assistance and help in my shopping for my kids from the Dubai Mall.

Thanks for your generosity and for giving me a beautiful experience. The business trip was personalized because of all the arrangements you made. It also made the trip less lethargic and more enjoyable. I hope that someday I will get the opportunity to return the hospitality. Once again, I would like to thank you for being such an amazing person and a great host!

Sincerely,

(Signature)

Sender's Full Name

Sender's Job Title

Name of the Company