



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Being a Part of the _____ Project

Dear _____ (Name of the Recipient)

Hi, I hope this letter finds you in good health. I am writing this letter in reference to the _____ Project dated _____ (Write the details of the project). The project was completed from your end before the due date on _____ (Write the date of completion). I appreciate your timely delivery of all the requisites of the project and I also appreciate the quality of your work. Your support and hard work has made this project successful for our company. We value your contributions and cooperation with us.

Thank you, once again, for signing the contract with us and delivering the project with all the specifications on time.

I am highly impressed by your work and will be looking at being associated with you again in the future. Looking forward to working with you soon.

Sincerely,

(Signature)

Sender's Full Name