

MAIL to SELF

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)

With this letter, I would like to thank you for your cooperation in the _____ Project (Write the name of the project). I appreciate the quality of work delivered by you. This was a huge project for our company and had immense value for us. You have made us believe that we did the right thing by entrusting this project with you. You have been an immense support to us and I appreciate you for the same.

On behalf of the _____ Company (Name of the Company), I would like to extend my sincere gratitude to you. Thank you for choosing to serve our company and providing us with your best work. I appreciate your skills and talent.

I hope to sign more contracts with you for our future projects as well. Hoping you would like the same too.

Sincerely,

(Signature)

Sender's Full Name