

# 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)

I would like to thank you for being a part of the \_\_\_\_ Project (Name of the project). As the project has been successfully completed on \_\_\_\_ (Date of Completion), I would like to extend my sincere gratitude towards you. It was a pleasure to work with you and serve the \_\_\_\_ Company with our best work.

I must say that your ideas were terrific and you have a great imagination. Thank you, once again, for working on this project. I look forward to working with you again.

Sincerely,

(Signature)

Sender's Full Name