Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for the \_\_\_\_\_\_ Contract

Dear \_\_\_\_\_\_ (Name of the Recipient)

As the end of our contract date is nearing, I would like to thank you for completing all the tasks as per the requirements. The interior decoration of our office is done as per the requirements and we appreciate you for following all the guidelines. Our office looks completely different from what it was earlier. We are glad that we chose your services to get the interior of our premises done. Thank you for all the effort that you have made during the period of the contract.

We would like to inform you that your payment due of \_\_\_\_ (Write the amount) will be cleared on \_\_\_\_\_ (Write the Date). Once again, thank you for working for our company.

Sincerely,

(Signature)

Sender’s Full Name