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 termination date of our contract is nearing, I would like to take an opportunity to thank you for having me as a business partner at the \_\_\_\_ firm. (Name of the Firm). The past 2 years were overwhelming for me. It was a great time on the professional front. Thank you for choosing me to be the partner at the firm.

Looking forward to future associations with you and the \_\_\_\_ firm. Wishing you good luck for your future.

Sincerely,

(Signature)

Sender’s Full Name