

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Company

Receiver's Address

Subject: Thank You Letter

Dear ABC,

Hi, I hope this letter finds you and your family in a good health.

With this letter, Let me take this opportunity to thank you for choosing __ (your brand name) over other companies. It is great for us to send you ____ (Your product name). We are proud to welcome and add you as a client and look forward to sharing your success.

Once again thank you for choosing __ (your brand name). We look forward to many years of working together. It is our privilege to have you as our client.

In case of any queries, feel free to ask us on email id- _____

Sincerely,

XYZ (Your Name)

Name of your Company