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Name of the Sender

Address of the Sender/Email Address of the Sender

Phone number (529)-325-2251

Date

Mary Taylor (Name of the receiver)

MTaylor@gmail.com/Address of the Receiver

Job Designation and department name

**Subject:** Well Done! Keep up the good work

Dear Mary, (Name of the Recipient)

Let me begin by congratulating you for leading the successful marketing campaign for Good Feel Ltd. hair care products. The company was extremely happy with the performance of their products and their profit margin has shot up 4% in the last couple of months.

I know how hard you have worked to make it happen. You have spent sleepless nights planning and executing events and launches meticulously. Our client, Good Feel Ltd. has seen the results and is extending our contract for one more year. That's excellent news for our company.

Thank you for your dedication, sincerity, and effort in making this campaign a huge success. You have earned the company a good name and reputation, taking it a step forward towards success.

Best Wishes,

Anita Goofed (Name of the sender)

Signature

Senior Marketing Supervisor (Designation)