

Name of the sender

Email Address

Date

Name of Recipient

Designation

Subject: Thank you for closing a new account

Dear Robert,

Thank you for your hard work on closing the MN Laminates(client name) account. I'm aware of the kind of effort it took to coordinate with the different departments to gather information and the necessary documents. You nailed the presentations and were wonderful at convincing the client about our company's capability to serve them the best.

Closing this deal is an example of dedication and getting what you want through hard work. You have set an excellent example in front of your coworkers. They will be motivated by your persistence and teamwork. You should be extremely proud of your achievement as we are. The management and I are thankful for your excellent work and look forward to your successes in future ventures.

Congratulations on behalf of BRC Manufacturers Ltd. (company name).

Thank you once again

[your name]

Signature

Designation

