

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I am your next-door neighbor (your name) and wanted to say how grateful I am for looking after my house, pet, and plants when I was outstation. The very thought of putting my pup in a kennel was too much for us. We wanted the pooch to stay at home and feel relaxed in familiar surroundings. Thanks to you, he could enjoy his favorite toys and food even when we were away.

I am really amazed at the way you took such great care of my plants during our absence. It was obvious that you followed my instructions as they look green and healthy when I returned home.

We hope and wish your family and you are doing well. I would also like you to know that we plan to host a pool party for a few close friends very soon.

It will be a great pleasure if you and your wife could join us on (date) for the same. You may also bring your children to the party. We have not had a good chat for quite some time and this would be the perfect occasion to catch up.

Once again, we really appreciate your kind gestures that helped us to enjoy our vacation thoroughly. We have sent you a gift certificate to spend an enjoyable day at (Name of the Amusement Park). It would give us immense pleasure if you accept it and have a fantastic day.

Warmest Thanks,

(Sender Name)