

MAIL to SELF

[Recipient name

Address]

Date

Subject: *****

Dear Ms/Mr/Mrs/Dr _____,

Six months have passed so quickly, and I can't believe the Vega Festival is about to start tomorrow. The fest is yet to start to call it a success, but from what I can see about our preparation, I think the event will turn out wonderfully tomorrow. Your hard work has helped us greatly during the prep work, and I wanted to write this letter to thank you for being an integral part of this committee.

Since Day 1, you have always been so excited to help us out with different tasks we needed to do to get this show on the road. You joined us as a content specialist for the event and went beyond the role and helped us out. To say that you were one of the most reliable members of the committee would not be an overstatement. So, I want to express my sincere gratitude for your presence in the group.

Yours sincerely,

[Your name,

Address]