



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Being a Part of the _____ Project

Dear _____ (Name of the Recipient)

As the _____ Project (Name of the Project) has been completed on _____ (Date of Completion), we would like to thank you for being associated with us. We hope our company has fulfilled all the conditions and you have benefited from the project. We deployed our best team for your project so that we can ensure timely completion of the project. The project was completed one week before the deadline and we hope you are satisfied with it.

We would like to thank you for giving us the opportunity to serve you and deliver the _____ Project. Looking forward to more such opportunities.

Sincerely,

(Signature)

Sender's Full Name