

# MAIL to SELF

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear \_\_\_\_\_ (Name of the Recipient),

I would like to express my sincere gratitude for your outstanding service to us as one of our most reliable and regular contractors. Ever since we signed the contract with you, you have made sure to deliver the highest quality products with excellent customer service. Deliveries have been always on time, and you are prompt to resolve any issues that come up.

We look forward to extending our contract with you for several years to come and hope you will continue to provide such amazing service to us. We could not conduct our business without your valuable support! Thank you once again for a favorable first year in business together.

Warm regards,

----- (Sender Name)