

# MAIL to SELF

Sender's Full Name

Sender address

Date

Address of the Receiver

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

I would like to take this opportunity to appreciate your timely support to get our restaurant all set for opening night. We have observed that you have always been right there whenever and wherever we required your help for these last few months. It has been really impressive the way you have taken care of setting up the dining hall, supervising all the renovation activities, ordering supplies, and more. We also loved the way you helped with the marketing and menu.

We could not have managed things well without your excellent consulting services. We are glad to inform you that everything is in place now and we are prepared to welcome the customers. This has been possible because of your hard work. We are expecting to have a grand opening that will reinforce our reputation as one of the most popular "go-to" places in the town.

I appreciate your assistance and look forward to collaborating and working with you in the future.

Thanking you once again,

----- (Sender Name)