

MAIL to SELF

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I wish to thank you for your effective collaboration throughout the [project name]. It is always a fantastic feeling to complete another successful project, but you have made sure that the entire process was a delightful one.

I deeply appreciate your candid communication and prompt responsiveness and am excited that you are as happy with the outcome as I am.

It has been an absolute pleasure to work with you, and I look forward to being in touch with you in the future.

Thank you,

----- (Sender Name)