

# MAIL to SELF

Sender's Full Name

Sender address

Date

Address of the Receiver

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

We are writing to inform you how glad we are with your work. We greatly appreciate that you were able to complete the work according to the promised timelines. The removal of the three walls with refinishing and repair to combine my two rooms into one was a commendable job.

The entire project went quite well and the family is glad about the outcome. We would also like to thank you for being so reliable and quoting such a reasonable rate for the project. Your team members have always been on time, neat, friendly, and polite.

We would like to thank you again for everything. We look forward to similar fruitful associations in the future.

Sincerely,

----- (Sender Name)