



Dear [VendorName],

I wanted to personally thank you for a project so well done. It was your valuable inputs for the network design solution that helped us to complete the project on time. This was certainly a better-priced solution for the project we just completed. Your expertise rescued the project and prevented our company [Company Name] from losing a valuable customer.

I am also sending a copy of this letter to your first line manager as they should be also aware of the fantastic contribution you made to our organization. I look forward to collaborating with you on other future projects.

Warm Regards,

[Your Name]

[Company Name]