

MAIL to SELF

To,

[Vendor Name],

[Vendor Address],

Date:

From:

The Project Manager,

[Company Name],

[Company Address]

Subject: Thank you letter for successful project completion

Dear [Vendor Name],

I sincerely hope the letter finds you in great health and writing the letter about a project called [Project Name] dated [Date]m which was completed on [Date].

I would like to express my gratitude for the positive work support from your end towards the project. I am surprised at the quality and speed of the work that you submitted before the deadline. Your fast response was highly beneficial for the project. Thanks to your support that the project could be winded up at a low cost. It was a big project and I am overwhelmed with your incredible contribution.

I humbly wish to seek your collaboration for such future projects as well,

Kind Regards,

[Your Name]

[Your Signature]