

MAIL to SELF

To,

[Vendor Name]

[Date]

From:

Dear [VendorName],

I wish to extend my appreciation and gratitude towards the successful completion of our latest project [Project Name] with excellent efficacy and on time. The figures and facts that you presented to complete the project are highly commendable.

We real or appreciate your professionalism and positive efforts so that we could complete such a huge project on time. I would once again like to congratulate and thank you for your dedication and hard work. I sincerely wish to have your presence in our upcoming projects as well,

Wish you all the good luck in your future endeavors,

Yours sincerely,

[Your Name]