



To [Vendor Name]

Organization Name

Organization Address

The date on which this letter is written

Subject: Letter of appreciation

Dear [Vendor Name],

I wish to acknowledge your valuable contribution to completing our ad project on time and in an efficient manner. The kind of professionalism and achievement you demonstrated throughout the project is praiseworthy.

I am highly impressed by your efforts and am willing to offer my upcoming assignments on a contract for five years. I hope to see similar outstanding performances in the future from you as well,

Once again, I would like to congratulate you on your superb efforts and am looking forward to having a fruitful association with you in the long term.

Yours sincerely,

Albert Brown