

MAIL to SELF

To,

[Vendor Name],

[Vendor Address],

Date:

From:

The Project Manager,

[Business Name],

[Business Address]

Subject: Thank you letter for successful project completion

Dear [Vendor Name],

I hope this letter of mine finds you in the pink of health. I am writing the letter about a project called [Project Name] dated [Date], which was completed on [Date].

I would like to express my gratitude and deep appreciation for the positive inputs and contributions 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 wish to seek your collaboration and association for such future projects as well,

Kind Regards,

[Your Name]

[Your Signature]