

Sender's name and/or designation:
Office/House/ street - name/ number
City, District, State
ZIP code:

Dated: Month Day, year [example: January 9th, 2022]

Recipient's name and designation:
Office/House/ street - name/number
City, District, State,
ZIP code:
Country

Dear [Miss./Mr.] [surname],

[Body of the letter - start

First of all, our organization extends its extreme gratitude for your kind support and assistance in the recently completed project [project name] at [project location].

The way your team cooperated and delivered the outsourced unit of work before deadline is highly commendable. The efficiency displayed by your team members in the project work and the way they invited participation of our members, deserves a really high level of admiration.

Moreover, the bonus maintenance time of one week that your esteemed firm provided free of cost after the hand-over, was a very nice goodwill gesture.

I assure you on behalf of our organization that we shall be looking forward to work more with you in future and avail your assistance to scale further heights of technical excellence.

Thanks once again to you, your team and your firm. Wishing you all success in your future endeavours,

Warm regards

[Signature & Name]