**Business Thank You Le†er**

**C premiumprintabletemplates.com**

Your Name Your Address

Your City, State, Zip Code Your Phone Number Your Email

Date

Name Company Address

City, State, Zip Code

Dear [Name of Addressee];

We at [name of your company] would like to thank you for working with us in our sales and operations. We highly appreciate the work that your team has provided our company, as well as the necessary resource to get our own business going.

[Include speciﬁc details regarding your business relationship].

We look forward to a continued relationship with your company over time, and I am looking forward to scheduling a meeting with you regarding new business opportunities soon.

It has been our pleasure doingbusiness with you. Have a wonderful day ahead.

Sincerely,

[Your Name and Signature]