

Business Thank You Letter

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 doing business with you. Have a wonderful day ahead.

Sincerely,

[Your Name and Signature]