[Your Name]

[Organization Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I received your letter informing about the new tutor kept by you on my advice. I am thankful to you that you accepted my thought of hiring Miss Susan for tutoring your kids. She is indeed a very hardworking lady. Based on my experience of having my kids taught by her will surely prove to be a good decision made by you.

Your hiring of Miss Susan proves that you have considerably thought about my idea. Acknowledging someone is truly a wonderful feeling which I am experiencing right now, I wish your children the very best of luck for future.

Sincerely,

[Your Name]

[Title]