Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this letter to thank and appreciate your company’s support and cooperation in dealing with ABC Limited. You have always been a client that all our employees are comfortable working with. In addition to the smooth operations and communication, you have always disbursed the funds on time which has helped us in managing our finances.

You are one of our most valuable clients and we would like this two-year relationship to continue so that we can mutually benefit from the rising profits.

We look forward to doing business transactions with your company in the future. We wish your company all the success.

With thanks,

Name Here

Your Title