**Date:**

**To**

**[The Recipient Name]  
[Designation]**

**Re. Thanking You for the Opportunity of the Business w.r.t Contract no. [X].**

Dear [NAME],

I am [NAME], the [DESIGNATION] from the [COMPANY NAME]. I am writing this letter on behalf of the [COMPANY NAME]. The letter intends to pay thanks and huge gratitude for doing business with us. It was doubtlessly a pleasure for us to host such a leading group of microfinance businesses. It gave our team a chance to have a first-hand experience of working with a foreign organization.

Our team got an opportunity to learn a lot from your organization especially from the executive director, project manager, program manager, and other crew. It was a wonderful experience, and we are delighted that the project was accomplished on the prescribed time frame and ended before the deadline.

It was only possible because of your strong leadership skills and your Team Leader [Mr./Ms. NAME]. Apart from that, doing business with a foreign group gives you a subjective lens giving another perspective.

Your innovative ideas and future ambitions are impressive, and we hope that this will make the vision of many businesses clear and give a pathway to other microfinance groups. We are looking forward to working on another project together and having a chance to do business together. There are a lot of sites in the [CITY, COUNTRY] where a lot of funding is required, and many sectorial attentions are necessary.

Please contact us at [PHONE] or [EMAIL] if you have any future projects of the same nature in future. We will be very happy to assist you through it. I thank you again for this business opportunity. Thank you.

Regards

[Company]  
[DATE]