**Date: [DATE]**

**To**

**[The Recipient Name]  
[Designation -ABC Company]**

Dear All,

I, HR manager Daniel Greg, am writing this letter to you on behalf of the company Skyrocket Solutions to express our gratitude to you for your active participation in our educational leadership workshop.

As you may already be familiar how we assist institutions and other companies in training their staff and faculties to perform to the best of their abilities along the lines of their goals and agendas. We take multiple and diverse methods to fulfill our promise of crafting the best out of an individual’s potential and arranging workshops is one of our fundamental ways.

Besides other techniques and practices, we invite professionals in the relevant areas having enough expertise and exposure to bring on to the table and mentor the trainees. The purpose of requesting you and your qualified staff was also to promote our business through your endorsement in your circles. We hope to receive full collaboration from you in this context as well.

Skyrocket Solutions will also adhere to its commitment to advertising your organization as part of the deal’s terms and conditions. We congratulate you on such a successful event and also would like to thank you for your alliance.

Please accept this letter as a formal gesture of appreciation from our team and administration for assisting us. We look forward to having many more similar collaborations in the future.

Sincerely.

Joe Nickel