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];

I would like to extend my gracious thanks to the kindness and generosity you have shown during your partnership with [name of company]. The skills and experience you have contributed to the business made a significant, positive change in the company.

[Include specific details].

Thank you again for the loyalty and service you have shown, and I look forward to doing more business with you in the future.

Sincerely,

[Your name and signature]

Position

Company