

Senderâ€™s Name
Senderâ€™s Title
Company Name
Street Address
City, State ZIP Code
Date

Recipientâ€™s Name
Recipientâ€™s Title
Company Name
Street Address
City, State ZIP Code

Dear [Recipientâ€™s Name],

Thank you for [specific reason for the thank you letter, e.g., meeting with me, your business, your support, etc.].

[Expand with a second sentence or paragraph explaining the value or appreciation more.]

[Optional: Brief closing remarks or offer to continue the relationship/business.]

Sincerely,

[Senderâ€™s Name]
[Senderâ€™s Job Title]