

Sender's Name
Sender's Title
Company Name
Street Address
City, State ZIP Code
Date

Recipient's Name
Recipient's Title
Company Name
Street Address
City, State ZIP Code

Dear [Recipient'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,

[Sender's Name]
[Sender's Job Title]