



Thank You Letter

[Company Letterhead]

[Date]

[Name of Client]

[Client postal box address], [City]

[State], [Zip Code]

Dear Mr./Ms./Mrs. [Last name of client],

This letter is written as a notification and to express my heartfelt gratitude for the [type of gift received] I received on [date] in honor of the newly opened branches of your business. I appreciate the valuable time and effort you have spent in selecting the said gift and I will truly treasure it by placing it in the front lobby of our office. Indeed, I hope you will visit one of our offices soon so that I can return the favor as a token of appreciation for the gift you have sent.

I sincerely look forward to the future transactions with both of our companies and I thank you once again for the thoughtful gesture.

Truly grateful,

[Signature]

[Name of Sender]

[Title or Position]