

# MAIL to SELF

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear \_\_\_\_\_ (Name of the Recipient),

I am writing to thank you for the quality service provided by your organization. We appreciate your gracious, efficient customer service, the level of accountability and detailing you have shown on each project, and the way you operate your business as a whole.

We and will continue to, recommend your impeccable services to our other contacts and companies. Our management could not be more happy and satisfied with your work, and we are looking forward to continuing this wonderful relationship.

All the best,

----- (Sender Name)