**Business Thank You Letter Template**

From:

(Name of your company/entity)  
(Address)  
(Place)

To:

(Title of the Client to whom you are writing the letter)  
(Client’s name of the company/entity)  
(Address1)

(Address 2)  
(Place)  
(Date)  
Dear (Title of the person you are addressing the letter),

On behalf of (Name of your company/entity) I would like to this opportunity to place on record our most honest and sincere thanks for choosing us to do business with us.

It will definitely be our great pleasure to do business with an organization of your repute in the future too and we are sure our association will go in a long way to benefit each other.

We hope we were successful in meeting up to your expectations. We will definitely look forward to carry on our association whenever we are given opportunities in the near future to deliver our commitment.

Thanking you once again.  
Sincerely,

(You’re Name)  
(You’re Title)

Website of the company if any