**<Date>**

**<Company name>**

**<Company address>**

Dear Mr. / Ms. <last name>

Thank you for another successful year of diversity consulting and management for our company. We highly appreciate your team for providing resources to our staff and management regarding ways to be more inclusive as a company and more conscious members of our global community.

We look forward to a continued relationship in the new year, and I personally look forward to speaking with you at our next scheduled meeting about renewing contracts.

Have a wonderful vacation,

<Name> <Title>

<Company>