

## **Thank You Letter to Supplier or Vendor**

**This package contains:**

1. Instructions & Checklist for Writing a Thank You Letter to a Supplier or Vendor
2. Thank You Letter to a Supplier or Vendor

## Instructions & Checklist for a Thank You Letter to a Supplier or Vendor

- This package contains: (1) Instructions & Checklist for a Thank You Letter to a Supplier or Vendor; and (2) Thank You Letter to a Supplier or Vendor.
- This form is designed to assist you in drafting a letter to a supplier or vendor thanking them for their cooperation.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

September 9, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing to let you know how much we here at [Your Company Name] appreciate your friendly cooperation and great patience during the recent critical period. I think (but I'm not sure) we're out of the woods now, but one thing I do know for sure is that at one point we stood to lose a lot of potential sales, and you really saved the day. We couldn't have come this far without your support.

Your professionalism and positive attitude are greatly appreciated; thank you again.

Cordially,

[Your Name]