

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Thank You for Recognizing our Business

Dear :

Thank you for recognizing our business in your annual “Best Businesses in the City.” We considered it an honor to share the distinction as one of the best cities in the metro area. Your team did an excellent job in its presentation of our business. I also enjoyed working with them on this project.

I would like to once again thank you for the honor and the great job done by your team.

Sincerely,

N A M E