

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 to a Business Partner

Dear :

Ten years ago, you approached me with the proposal of a research company to aid everyone from the student to the large corporation in finding information. Though we experienced some difficulties in the beginning, things held steady. Our hard work and dedication paid off with the popularity of the Internet. Today we are one of the largest and most successful research firms. I wanted to thank you for choosing me to be your business partner. It has been a pleasure to work with you and watch this business grow.

Sincerely,

N A M E