TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Thank You Letter

Dear **[NAME]**

Thank you for inviting us on the product launch event organized by the world-famous **[COMPANY NAME]**International on **[DAY AND DATE]**. I feel honoured to be part of this great event. We appreciate your gesture to offer a cab service, but I would prefer to drive to the event myself.  
  
The employees of the company have really worked hard day and night to cross this milestone. The product launch is the prize of the dedicated efforts of the team and is surely going to be a huge success. We are happy to know that the chief guest for the event is **[NAME]**, the Chief Minister of the state and the product will be introduced by the Director of **[COMPANY NAME]**. The product launch is then followed by the tea party in the same hotel.  
  
We look forward to sharing this special moment with the company. Please don’t hesitate to let us know where you can use a helping hand.

Sincerely