TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:**  **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Formal Business Letter

Dear **[Name],**

Thank you so much for your assistance in planning our annual meeting. Your expertise **[Experties]** is greatly appreciated.

I appreciate your help and advice, and I am hoping we can plan on having your assistance with next year’s event. It’s tentatively scheduled for **[Date]**.

If you can confirm your availability, I’ll be in touch when we’re ready to start planning.

I look forward to working with you in the future and thank you again.

Best regards

**[Name]**