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]**

I am writing to thank you for the invitation to the event last **[DAY]** and for the warm welcome and hospitality my colleagues and I received during the whole event. I know that all the team is delighted with the experience and looking forward to seeing you at a future meeting.

Personally speaking, I would like to say that I was most pleasantly surprised with your gift for which I am enormously grateful. I took away with me an unbeatable souvenir and you can be sure that I will make full use of it.

I would also like to mention that your choice of decoration for the venue was spot on. How was your experience with Glass events? We have worked with them on several occasions, and they have always impressed us. If you choose to work with them again, let me know and I will introduce you to David, the director of the office in Canada, who is a good friend of mine. He will treat you very well.

I hope you achieved the goals you established and thank you once again for the invitation.

Kind regards