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 want to thank you for meeting with me yesterday and offering us a new contract. My firm is excited to provide you with our document review services. I'm confident that our 30 years of experience in the legal business is going to make us an ideal vendor for your needs.

You noted yesterday that you need us to review a minimum of 1,000 documents per month. Our team of eight dedicated analysts is ready to provide you with the turnaround you require. We pride ourselves on attention to detail, diligence, and timeliness. Are you able at this point in your project to let me know if there's an opportunity for more work after we complete this contract?

Again, I'm grateful for your time and that you've chosen us for your business.

I look forward to developing this working relationship with you.

Sincerely

**[Name]**