TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Formal Business Letter

Dear Kathleen,

Thank you so much for your assistance in planning our annual meeting. Your expertise in handling the meeting arrangements, booking the conference facilities and hotel, coordinating travel, scheduling events, and organizing the meeting 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 January 16–20, 20XX, in Tampa, Florida. 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

Peter Hancock