**APPRECIATION LETTER**

**[Your Name]   
[Your company’s name]  
[email]  
[phone number]**

**[Date]**

**[Name of the Person]**

**[Designation]**

**[Address]**

Dear Sir,

**Sub:** Letter for Appreciation for Business

I am writing this appreciation letter on behalf of the board and management of company **[name],** the reason behind writing this letter is to convey our gratitude to you for your support at our annual summit.

You graced all the events with your kind presence; we are grateful for your donation made to the cause. You delivered highly motivational and educative speech to the audience.

We are very thankful to you for all the things you did for us. We hope for a long-lasting relationship with you in the future.

Yours Faithfully,

**[your signature]**

**[Name of the Person]**

**[Designation]**

**[Organization Name]**