**APPRECIATION LETTER**

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

**[Date]**

**[Name of the Person]**

**[Designation]**

**[Address]**

**Subject:** Letter of Appreciation for satisfactory services

Dear **[Name]**

I would thank you for the services from your organization offered to us. I would appreciate the way you do business and your services were perfect and your staff is well mannered.

You have dealt with the situations well in tough conditions and clients appreciate your leadership skills in managing the situation. I would admit that it is very difficult to find high standards of genuineness and reliability in the today´s business world.

It would be my pleasure to hire your services in the future and I sincerely wish you all the best.

looking forward to do business with you again.

Sincerely,

**[your signature]**

**[Name of the Person]**

**[Designation]**

**[Organization Name]**