Business Thank You Letter Sample

From,

Thomas Watt  
General Manager  
BCL Corporation  
New York

Date (Date on which letter is written)

To,  
Mr. Thomson,  
TCS,  
New Jersey

Sub: Sincerest thanks for joining hands with BCL Corporation

Dear Mr. Thomson,

It’s a great pleasure for us that your organization TCS Corporation has signed a memorandum of understanding with our firm BCL Corporation. We are privileged to have business associates like you. I hope that our collaboration will take both organizations to greater heights.

Also, I would like to invite you over for a conference in our city which will have the presence of all the leading business tycoons in the city. It will be a great learning experience for both of us.

I, once again, thank you for having faith in our organization. I do look forward to a mutually beneficial association.

Yours sincerely,

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Thomas Watt  
General Manager  
BCL Corporation