

Formal Letter with Thank You Note Sample for Business Partnership

[Your Company Letterhead]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Company Address Line 1]
[Company Address Line 2]

Dear [Recipient's Name],

On behalf of [Your Company Name], I would like to take this opportunity to extend our sincere gratitude for the valuable partnership we have established with your esteemed organization. We truly appreciate the trust and collaboration that has flourished between our teams.

Your commitment and professionalism have significantly contributed to our mutual success, and we are grateful for the opportunities that have arisen as a result of our partnership. We value the open communication and shared goals that drive both our businesses forward.

Thank you once again for your dedication and support. We look forward to strengthening our partnership further and achieving even greater results together in the future.

Please do not hesitate to reach out if there is any way we can be of further assistance.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Contact Information]