

## Thank-You Letter for Corporate Gift Sample

[Your Company Letterhead]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]

Dear [Recipient Name],

On behalf of everyone at [Your Company Name], I would like to express our sincere appreciation for the thoughtful gift you sent us. We were delighted to receive [describe the specific gift], and it was a wonderful gesture that everyone here enjoyed.

Your kindness and consideration are truly valued, and we are grateful for the strong partnership we have developed with [Recipient Company]. Your gift is a testament to the positive relationship between our organizations, and it serves as a reminder of the successful collaboration we have enjoyed over the years.

Thank you once again for your generosity. We look forward to continuing our mutually beneficial association and achieving many more successes together.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]