Dear \_\_\_\_\_\_\_\_\_ (Mr./Ms),

It was a wonderful experience meeting you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date) and discussing on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Purpose of the meeting) of the organisation. I would also like to thank you for your time and effort. The points put forward by you are truly welcome and has broadened our perspective on the same.

I will definitely review the project report submitted by you and will surely present it to the Board of Directors for approval. I truly appreciate your efforts in making this report with precision.

If I need any kind of assistance in future, I will definitely look up to you. Once again, I would like to extend my thanks and appreciation to you for such an excellent work.

Thanking you,

Yours sincerely

(\_\_\_\_\_\_\_\_\_\_\_\_\_)

