

SAMPLE BUSINESS APPRECIATION LETTER TEMPLATE

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Introduction

The objective of writing a business appreciation letter is to express your appreciation towards the other business organization for a successful completion of a project. By doing this an organization expresses its professionalism which is very helpful in maintaining a long term positive relationship with the other organization.

Sample Business Appreciation Letter Template Tips

Following tips should be considered for writing an effective business appreciation letter:

- First and foremost it is vital to congratulate the other person on his achievements and appreciate him for his valuable contribution.
- The wordings of the letter should be such that it clearly expresses your appreciation towards the other person or organization as a whole.
- Tone of the letter should be formal.
- You must make the other person feel assured that the business relationship with him will continue for a longer term.
- Once you are through writing the letter, please recheck the same for spelling mistakes or grammatical errors as it is a professional communication.

Sample Business Appreciation Letter Template

To,

Mr. Samuel Peterson

General Manager

Hwuai Electronics

Atlanta

Date (Date on which letter is written)

From,

Walter Henry

General Manager

ABC Electronics

Atlanta

Sub: Expressing appreciation for your contribution

Dear Mr. Peterson,

I would like to extend my heartiest appreciation to you and to your team members for making the supply on time to M/s Omega Agencies of 250000 televisions. Without your contribution it would have been completely impossible to complete such a big order. It's a privilege for us to have a business association with an organization like yours.

As a token of appreciation, I am organizing a small party at my guest house in Atlanta. I would be very grateful to you if you and your team member also come and be a part of our wonderful evening.

I wish that our partnership will go a long way and reach new heights of success.

Thanking you,

Yours sincerely'

Walter Henry

Sample Business Appreciation Letter Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear _____ (Mr./Ms),

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I am writing this letter to appreciate you and your team member for successful completion of _____ (Details of project). It was a huge success and has led to(mention if any profits). Your contribution in this regard is highly commendable and appreciated.

As a token of appreciation, I would like to invite you _____ (for a party/dinner) at _____ (Venue). It would be a pleasure for me if you accept the invitation. I wish that our partnership will continue for a longer period of time with mutual understanding and contribution.

Thanking you,

Yours sincerely'

(_____)

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