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August 1, 1995

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Dear [recipient's name],

Sincere Thanks

I wish to thank you for the time you gave us during our visit to [where] on [date or dates]. We found your business to be of high quality and your staff to be enthusiastic, motivated and co-operative.

For us the meeting provided the following benefits:

[list benefits that arose from the meeting. Mention again the benefits of using your product or service]

I will contact you shortly to determine the further steps we can take to develop our relationship further.

Once again, thank you for an excellent and profitable meeting.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]