[Company Name]  
[Address, City, STAT, Zip]  
[Contact]  
[Email]

To,

[The addressee's name and address]

**Subject**: Expression of Gratitude on your timely completion of our project named XYZ.

Dear Sir / Madam,

I hope this letter finds you well. Today, we are writing to you with the utmost sense of gratification and pleasure, and you, yourself, must be aware of the reason behind it. Allow us to express our utmost thankfulness to you and your team members for just in time and considerably perfect completion of the project we availed your services for.

We would like you to know that this project held a special place in our hearts and its conclusion in such an excellent manner in the hands of someone as professional as you meant the world to us.

We had an exceptionally smooth and very relaxing working experience with you and hoped that the same was experienced by you too. Please let us express the confidence that we have developed in your skills and professionalism during this project. It would not be an overstatement to say that we would love handling our essential tasks like this to you again whenever required.

Thank you again for delivering us exactly what you promised, even much more than that.

I am hoping to collaborate with you soon.

Regards,

Communication Manager,  
[Organization's Name]