From,  
(Your Name)  
(Your Company Name)  
(Your Address)

Date:

To,

(Name of Vendor)  
(Vendor’s Address)

Subject: Appreciation for work done

Dear Sir/Madam,

I am (name) and I work in (company name). I am writing this letter regarding the (what vendor sold you). We are happy to tell you that we appreciate your work. It was efficient and done in a timely manner. (State points of appreciation).

We have put you on record and hope to keep on pursuing business with you. We will definitely refer you in the future and suggest you to our partners as well.

Sincerely,

(Signature)  
(Name)  
(Contact Details)