To

Recipient Name  
Recipient Address

Dear Sir/Madam,

We have been doing business with one another for (state years) years now. Today we have been able to accomplish much due to this partnership. In all the years we have worked together, we have not only been business partners but have become friends and family. Both our company’s faced hurdles and successes which has made the relationship stronger.

It was tough to share our business with some other company, but now I am pleased that we did this.

Your company trusted our instincts and persuaded me to take this action. I hope that this business partnership remains as it is and advances in the future.

Regards

(Your Name)