To

[The Recipient Name]  
[Address]

Respected supplier,

We are glad to have contacted you with regard to the supply of high-quality products from your side. Our company understands the fundamental role of vendors in making us successful. You have always been so candid and made us believe that your transparency is what our company needs.

Your fair and honest dealings with our company are our assets and we would like to ask you to keep continue your supply. Should you want to know anything else, feel free to contact us.

[Your Name]  
[Address]

[Business Name]