

[Your Name]
[Street Address]
[City, ST ZIP Code]

[Current Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Recipient Name]**:

On [Date], [Business Name] will celebrate its eleventh anniversary. It's a wonderful occasion for us, and we're not so quietly strutting a bit about the progress we've made.

Yet we're fully aware that our accomplishments are not simply attributable to "genius" leadership or hard-working employees. We grew and prospered only because we found some great friends like you who gave us loyal support along the way.

So this is a thank-you note—for buying and promoting our products, for putting up with occasional errors due to "growing pains," and just for helping to put [Business Name] on the map. The future looks bright, and we want to acknowledge your contribution to this rosy outlook. We very much appreciate it!

Sincerely,

[Your Name]
[Title]