[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: VALUE OF OUR BUSINESS RELATIONSHIP**

Dear [CLIENT NAME],  
  
It was in [DATE] that we had our very first transaction and it is with a great sense of pride that I realise how far both our companies have come since that day for such a long time ago. The fact that our relationship has not only lasted but has flourished over this period is great to see.  
  
Thank you for the past, for the present, and may the future be a continuance of this relationship.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]