[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: THANK YOU FOR YOUR TIME**

Dear [CLIENT NAME],

Please accept our compliments for the role that you played when our business held the initial Person-to-Person training sessions at your firm. We have had high-level executives in our sessions before, but it seldom happens when they are not dominating said sessions.

You allowed your managers to express their doubts, raise queries, and honestly participate in a discussion covering many sensitive topics.

You demonstrated the leadership quality that other executives rarely reveal. Your willingness to participate as an equal will make this top-down programme successful at every level.

Thank you for your time.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]