XXX Group of Companies Pvt. Ltd

Address

Date

Subject: CLIENT APPRECIATION LETTER

Dear XXX

This letter is with reference to your project given to us for writing 2000 letters. My company and my team is highly appreciate your gestures that previously you had given us a limit of only ten days to finish this work but know the time has been extended from ten days to a month’s time.

Thank you so much for this support and I assure you that your work would be completed on or before the dead line given to us by you. We had requested to you for expanding our time limit just for the sake of accuracy level.

Our first preference is to give 100% accurate data to our clients but it does not mean that we would require further time for this work. It’s my promise to you that the work would get completed on or before this month end. I appreciate you help and support once again thank you so much for you kindness.

Thanking You

Yours truly,

XXX