

Letter of Gratitude for Corporate Gift Receipt

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for the thoughtful gift you sent to us. Your generosity and support mean a lot to us and greatly contribute to our ongoing partnership.

The [describe the gift briefly] is not only beautiful but also appreciated and will be put to good use. It truly reflects the thoughtfulness and consideration you put into your gifts.

Thank you once again for your kindness. We look forward to continuing our successful collaboration and hope to see you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]