

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Partner's Name]

[Partner's Position]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. I would like to take a moment to express my sincere appreciation for the partnership we have shared over the years.

As a gesture of goodwill, we are pleased to offer [describe the gesture, e.g., a discount, complimentary service, etc.] to you and your team. We believe this will enhance our collaboration and strengthen our ongoing relationship.

Thank you for your continued support and trust in us. I look forward to many more successful ventures together.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]