

# Goodwill Gesture Letter

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. As a valued partner, we want to express our appreciation for your continued collaboration and support.

In the spirit of nurturing our relationship, we are pleased to offer you [describe the goodwill gesture, e.g., a discount, a special offer, an extended payment term, etc.] as a token of our gratitude. We believe this gesture will not only benefit your business but also strengthen our partnership.

We are committed to our relationship and look forward to achieving greater success together. If you have any questions regarding the gesture or how we can continue to support you, please feel free to reach out.

Thank you once again for being a vital part of our network.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]