

Thank You Letter to Vendor

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

From your store, Red Shines, I had bought a stock of red shoes and red artificial wings which I needed for the costumes for my students at an upcoming event in our school. I am writing to you to thank you for the discount on sales and the way you cooperated with me. I have never seen as a kind vendor as you are. You are not only a good vendor but also a good human being. I cannot appreciate and thank you enough. I will keep coming to your store whenever I need something. Thank you very much!

Sincerely,

[Your Name]

[Your Title] -Optional-