

Strengthen Relationship with Client Letter, complete letter of Business example.

These types of business letters are written, create a healthy bond between the organization and its clients. Such letters help in strengthening the relationship with the clients. The tone of the letter should always be positive and welcoming. This letter is addressed to a person or a firm which have given order for services like catering, party organizing, etc. The owner of the service giving company or organization writes this letter for thanking the ordering company.

From,

Rocky Party Organizers

New Delhi

To,

Kailash Taneja

Dev Textiles Ltd.

16th December, 2011

Dear Kailash,

We are glad that you choose our firm to organize a farewell party for your company's 25th year celebration on 20th December. We guarantee you that we will take good care of the entire event as well as your clients. You will face no problems from our side and we promise you; to make it a grand successful event so that your clients and business partners will remember the event for years.

It is a matter of pride for us to serve such a big company. We will serve to our level best.

Wish to look forward for more such opportunities.

Thanking You

Sincerely (Karan Sharma)