

To,

David Franz

Manager

The Royal Computer Based Agency

Birmingham

UK

27th August 2014

Subject: Business appreciation letter to vendor

Dear David,

I am writing this letter on behalf of Fortune IT industries. I would like to take an opportunity to first of all thank you for your 7 years of services to our company. We have always appreciated the timely deliveries of the computer software, hardware, spare parts, accessories and other needed materials, from your end. Having business terms with professional vendors like you is indeed a positive verity for our firm

I am particularly writing to appreciate you for the recent delivery of the bulk order that included technologically advanced computer applications and newly designed keyboards. We were highly impressed to see the quality of the products and the knowledge of the delivery man who made us understand the knowhow and operations of the products.

We acknowledge and appreciate your services and we look forward to have such excellence in near future as well. As a token of appreciation, we would like to certify your agency as "The best IT Vendors". Wish you all the best for your works.

Thanks!

Sincerely,

Jack Paul

Marketing Head

Fortune Enterprises Limited