

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

Thank you for your assistance with [project or task the reader helped with]. I appreciate the effort you put into [brief description of what the reader did] -- it certainly helped everything go as well as it did.

Since your assistance was so valuable, I have enclosed a [name of gift] to express my gratitude for your work with [your company name]. If we can ever be of assistance to you, please call me at [your phone number].

Thank you once more. I look forward to seeing you again.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]