

Thank You Letter for a Business Meeting

Date: 08-12-2012

To,
Triple Aich
66-4 Ticket Hwy
East Falmouth MA 65768

Dear Triple Aich

I Rashaka Williams am grateful to have had the opportunity to meet with you ----- (mention the name) yesterday. I can say that the meeting went well and it was a great opportunity to discuss ----- (mention the agenda). We concluded that you came up with some amazing points to consider and have passed all these ideas on to our advertising manager. The board wants to know that I pass on their appreciation, and also to invite you to undertake a presentation to the full board at their next meeting. We feel that you can provide more information and clarity to the board in person, and hope to see you at that next fruitful meeting. I would like to thank you for being a part of the meeting and making it possible for us to connect on a deeper level.

Yours sincerely,
Rashaka Williams
(Your Signature)
87/879 Timpany Road
Gardner NA 6765

