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Company Name

Date

Company Contact Name
Vendor Company Name

Street Address
City, State, Zip Code

[Mr./Ms.] [Insert Name],
I am reaching out today to let you know how much *[insert company name]* appreciates your company's excellent service. The quality of your *[insert products or services]* is outstanding, as are the communication and support provided by your team members.

Working with suppliers like [insert vendor company name] is critical to the success of our company, and we value our relationship with your organization. The fact that your firm recently exceeded our expectations by *[specify the particular event/occurrence that led to the letter being sent, such as an employee going above and beyond to work out a problem or the company expediting a shipment to meet a tight deadline]* just reinforces how much we value your commitment to excellence.

Thank you so much for being a trusted supplier. Please know that your efforts are appreciated and valued. If I can be of assistance, please let me know via *[insert phone number]* or *[insert email address]*.

Regards,

Name
Title