Mary Jones

123 Main Street, Anytown, CA 12345 · 555-555-5555 · mary.jones@email.com

March 15, 2921

Angela Lee

Interior Designer

Master Decorators

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee:

I really appreciate all your help in getting my new flower shop ready to open. You've been right there, helping out wherever and whenever you could for these past few months. I especially appreciate your help with the color and decorating choices, as well as the advice on which software programs to buy.

We couldn't have done it without your expert services. I am very appreciative of your assistance and looking forward to continuing to work together. If there’s ever anything we can do to return the favor, please let us know.

Again, thank you so much.

Sincerely,

*Signature* (hard copy letter)

Mary Jones