Mr. Andrew Scott

General Manager

Maces School Supplies

Dear Mr. Scott:

Our company would like to extend our appreciation to your party for constantly giving us quality supplies for our office operations. For the past ten years, we have been partners in the business in terms of giving us the office supplies that are crucial in our business.

Also, we would like to thank you for maintaining the quality of supplies you are giving, and for frequently giving us huge discounts that means a lot on our part. We hope to forge another decade of partnership with your business.

Thank you very much and more power on your business.

Respectfully yours,

Karen Evans

Operations Manager

Yell Advertising