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Mr K A N Gupta
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Dear Mr Gupta,

I am writing to thank you for all your work in producing the brochures for IT.COM. We gave you the task of producing these brochures at the eleventh hour, and I know you had to work very long hours and under a great deal of pressure to produce them in time. I am very grateful to you and all your staff for taking on this task with such enthusiasm and care.

IT.COM was a great success for us, and it was important that we could offer a brochure which detailed all the UK delegation involved, so the work you carried out for us was crucial: many many thanks.

With best regards,

Yours sincerely,

Marie-Louise Archer
Second Secretary (Commercial)