

[Your Name]  
[Your Title]  
CGI Federal  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to express our heartfelt gratitude for [specific reason or event, e.g., your collaboration on project XYZ, your participation in the recent conference, etc.].

Your support has been invaluable to us and has contributed significantly to [describe the impact of the recipient's contribution]. We sincerely appreciate your commitment and dedication.

We look forward to continuing our partnership and achieving even greater success together. If there is anything we can assist you with, please do not hesitate to reach out.

Thank you once again for your support.

Warm regards,

[Your Name]  
[Your Title]  
CGI Federal