

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

KBR

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt appreciation for the outstanding service and support provided by KBR. Your team's dedication and professionalism have significantly contributed to the success of our recent projects.

The innovative solutions and expertise offered by KBR have not only met but exceeded our expectations. Your commitment to excellence and attention to detail has made a remarkable difference in our collaboration, ensuring that deadlines were met and quality was maintained.

Thank you once again for your exceptional service. I look forward to continuing our partnership in the future.

Warm regards,

[Your Name]
[Your Position]
[Your Company/Organization]