

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As a token of our appreciation for your ongoing partnership and support, we would like to extend a special gift to you and your team.

[Briefly explain the choice of the gift and its significance, if applicable.]

We believe that this gift reflects our gratitude and the value we place on our collaboration.

Please expect [details about when the gift will be sent or delivered]. If you have any preferences or suggestions for similar tokens of appreciation, feel free to share them with us.

Thank you once again for your continued support. We look forward to further strengthening our partnership.

Warm regards,

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Company Website]