

Thank You Letter to Client

[FIRST NAME & LAST NAME]
[COMPANY]
[ADDRESS]
[CITY, STATE, ZIP CODE]

[DATE]

Dear [FIRST NAME],

Thank you for the opportunity to work with you on the development of your Website. We are delighted to have been involved in the development of such a high quality site.

It has been a pleasure to work with you on what I am sure will be a tremendous asset for your business. We have already received some very positive feedback regarding the site, and look forward to its ongoing success.

Thank you also for your check for the balance of the invoice due. As per our agreement, we assign all copyright of the Web pages developed by us (including copy, graphics, photographs and design) to (client company name) from this date.

Good luck with your business, and thanks again for your support of ours.

Yours sincerely,

[NAME]
[TITLE]

[COMPANY] Initials _____

Customer's Initials _____