

[Date]

[Client Name]
[Client Address]
[City, State, Zip]

Dear [Client Name],

As the year comes to a close, I wanted to reach out and personally thank you for your continued business. It has been a pleasure working with you throughout [Year], and I truly appreciate the trust you have placed in [Company Name].

Our success is built on strong relationships with clients like you. My goal is to continue providing you with the highest level of service in the coming year. If there is anything we can do to better support your goals in [Upcoming Year], please do not hesitate to let me know.

Word of mouth is the greatest compliment we can receive. If you have been happy with our services, I would be honored if you would recommend us to any colleagues or friends who might benefit from our expertise. We are always looking to work with more clients like you.

Thank you again for a wonderful year. I wish you and your family a happy holiday season and a prosperous New Year.

Best regards,

[Your Name]
[Your Title]
[Your Company]
[Your Phone Number]
[Your Email]