[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: THANKS FOR THE TOUR**

Dear [CLIENT NAME],

Thank you for the guided tour of your [COUNTRY] plant by [NAME] recently, we are very impressed with your operation and personnel. We do not believe that we have ever viewed a more efficiently run and cost-efficient programme such as yours. We were particularly impressed with the procedure your [COMPANY NAME] has implemented to monitor the quality control of the manufactured products.

All of your staff members were extremely welcoming and went out of their way to explain various functions as well responding to our queries.

Please pass on a special thank you from us to [NAME], for showing us every courtesy, including a lovely lunch at [RESTAURANT].

We shall be presenting our findings to our associates on the [DATE] and will let you know of any future developments.

Kind regards,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]