

Ms. Heidee Martin

Co-owner

Boston Café

Dear Heidee:

I would like to express my gratitude for trusting me as a business partner for the past five years. It is with great pleasure that I get to work closely with you. It is interesting and rewarding to look back on how we started in building our café business. We almost started from scratch, and both of us were not experienced in running such a business. I would like you to know how much I appreciate your efforts in building and running this business. I am looking forward in spending more years—or decades perhaps—with you in running this business.

I hope we would keep our communication lines open for every issue that concerns our business. Thank you once again, and more power.

Regards,

Alfred Collins