To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Appreciation Letter to Manager for the Support**

Dear Sir/Madam,

I want to express my gratitude and would like to appreciate the fact that you showed positive response on the project plan that me and my team proposed on [mention date].

I assure you that if we implement the project plan as proposed, it will help the organization as a whole in the future. I am extremely grateful that you believed in me and my judgment and approved the proposed project plan.

I am sure that you will be satisfied with the end results and will keep on providing us your support and guidance.

Best Regards.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]