

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Address]  
[City, State, Zip Code]

Subject: Thank You for Your Prompt Attention to [Reference Matter/Case Number]

Dear [Recipient Name],

I am writing to express my sincere gratitude for the swift and professional manner in which you handled [describe the urgent matter].

Given the time-sensitive nature of this situation, your prompt response was greatly appreciated and helped ensure that [mention the positive outcome or resolved issue]. Your efficiency made a significant difference in resolving this matter effectively.

Thank you again for your assistance and your dedication to providing excellent service.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]