Mr. XXX  
Marketing Director  
XYZ Company  
SanFransico,

Dear Mr. XXX:

I am writing this note to thank you for my recent promotion to the position of BM. This is an opportunity that I was struggling to achieve since the time I joined XYZ Company – and I really worked hard to achieve it.

I am very grateful for the fact that you went extra mile to recommend me for this promotion and followed-up on it. I value this trust that you have put in me and assure you that I will work extra hard to maintain it. During the time that I have spent as a BM at XYZ Company, I have been in awe of your direction and the way you have handled strategic plans effectively – I vow to work along the same lines.

Thank you once again for all your help and trust you have shown in my capabilities. I intend to work diligently and in a result oriented manner and will try to exceed your expectations in my new role.

Best regards,  
MC.Gale  
B.M  
XYZ Company  
SanFransico,