$name$  
$address$  
$url$

**Dear $name$,**

Thank you for helping us by providing the information that you had about the project. Your efforts saved us time and helped us learn more about the customer. We appreciate the detail you give to us.

Table of projects:

|  |  |  |
| --- | --- | --- |
| **$TABLE\_1\_PROJECT$** | **$TABLE\_1\_DATE$** | **$TABLE\_1\_ID$** |

Table of members:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME | PROJECT | DATE\_START | DATE\_END |
| $TABLE\_2\_ID$ | $TABLE\_2\_NAME$ | $TABLE\_2\_PROJECT$ | $TABLE\_2\_DATE\_START$ | $TABLE\_2\_DATE\_END$ |
|  |  |  |  |  |

List of projects:

* $LIST\_A$

List of issues:

1. $LIST\_B$

Sincerely,

*$signature$*