



Affirming Words for Letters/Notes

a pleasure to
accountable
appreciate
as promised
as you may recall
benefit to you
confidence
efficient
excited/enthusiastic
grateful
great opportunity
great potential
happy to
look forward to
partnership/relationship
positive
proactive
productive
significant impact
success/progress/growth
support
thank you
trust
value
welcome the opportunity to
welcome your questions/feedback
will contact you
willingness