

[Your Company Name]  
[Your Company Address]  
[Company Contact Information]

[Date of Letter]

[Contact Name]  
[Contact Title]  
[Contact Address]  
[CC Contact List, if applicable]

Dear [First Name Last Name],

Thank you for your recent purchase with us! We look forward to serving you and continuing to grow our relationship in the future. If at any time you have any concerns, I hope you don't hesitate to let us know.

The best advertising is word of mouth. We have enclosed a number of coupons which you can give to a friend. A similar discount will be given to you on your next order for each first-time customer you send our way.

Regards,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Details]

CC: [Names of Contacts at your company who can help answer questions]