

COMPANY'S NAME
ADDRESS
CITY, STATE ZIP
E-MAIL: NAME@NAME.COM

(XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Company
Address Line
City, State Zip Code

Re: Acknowledgement of customer praise of Employee

Dear :

Though I am fully aware of the great job that you do at {Company Name}, I received some great news about you recently. I received a letter from a regular customer informing me of the high quality of customer service provided by you. This customer informed me that you were a dedicated salesperson, truly interested in helping her find the most appropriate gift for her sister. She was quite impressed by the extra effort that you put forth in calling our other stores in the area to find the Mikasa Vase that she initially inquired. However, she was very pleased by the Waterford Crystal business card holder that you sold her and reported that her sister loved it. She reported that she would seek you on all future shopping outings.

I wanted to personally congratulate you on a superb job. You are a model sales person. I have enclosed a copy of the letter. Once again, thank you.

Sincerely,

N A M E

Enclosure