

YOUR NAME  
ADDRESS  
CITY, STATE ZIP  
E-MAIL: [NAME@NAME.COM](mailto:NAME@NAME.COM)

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

Date

Name  
Company  
City, State Zip Code

Re: Congratulations to New Owners

Dear Name:

I wish to congratulate you on becoming the new owners of Squeaky Clean Maid Service. I must confess that I was a bit nervous when I was told that the previous owners were selling the business to another party. However, after I was informed of your credentials in the cleaning industry, I was thoroughly impressed and amazed, plus many of your former clients gave you rave reviews!

I look forward to a long and happy business relationship with you and your company.

Sincerely,