

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

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Reply and Referral to Distributor

Dear :

I am please to have received my order in such a timely manner. Also, the order was packaged very well so that I did not have any damaged items. I am so pleased with my order that I have referred your services to several of my fellow retailers.

Sincerely,

N A M E