

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: Thank you – General Business

Dear :

The quality of customer service can be a defining factor in the success of a business. Rating the quality of customer service I received at {name of company}, your establishment should soon be one of the top in its area. I was impressed by the service that I received during a recent visit at {name of company}. I wanted to thank you for making my shopping experience such a pleasant one.

Sincerely,

N A M E