

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: Customer Follow Up – Auto Mechanic

Dear :

A well serviced car gives back years of driving pleasure to its owner. At Happy Car Auto Shop, we believe that a well-serviced car makes for a happy owner. We take every measure to assure that you get every mile out of your car. We thank you for bringing in your {type of car} to Happy Car on {date}. We always value the opinions of our customers and have included a brief questionnaire so you may rate our services. We would appreciate any comments.

Once again, thank you for your service. May you have many happy moments with your vehicle.

Sincerely,

N A M E