

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 for Services Rendered – Customer to Business

Dear :

You do not know the shock I received with I came home and discovered an alligator enjoying the June warmth on my porch. The term “terrified” only mildly describes my first reaction. I was at a loss of what to do, until your jingle came to mind, “If it’s not cute and fluffy, call the team who’s not scared to get scruffy.” No more than 20 minutes after I called, your team arrived and promptly disposed of the alligator. As your motto says, your team was not afraid to get scruffy. Within 30 minutes, they had captured the alligator and I was able to get out of my car.

You do not know how grateful I am to the Scruffy Team for their help. Thank you so much for your prompt and efficient service.

Sincerely,

N A M E