

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 – Product Sales

Dear :

Thank you for purchasing a Comfy Leather Massage Recliner from Goldilocks' Chairs. We enjoyed assisting you in your recliner purchase. Goldilocks' Chairs is committed to finding the chair that is "just right" for each customer. We understand that people spend many moments of relaxation in a chair; therefore, choosing a chair is a very important decision. We hope that you are enjoying your Comfy Leather Massage Recliner.

If you have any questions or comments, please do not hesitate to contact us. We are at your convenience.

Sincerely,

N A M E