

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 – Small Shop

Dear :

Thank you for shopping Hidden Treasures Boutique. At Hidden Treasures Boutique, we specialize in making every customer feel special. On {date}, we assisted you in finding a gift for your sister. We were following up on this sale. We hope that your sister enjoyed the crystal globe paperweight. It was a unique piece with much charm. We were very happy to be a part of this special occasion.

Please contact us if you have any questions or concerns. We are at your gift searching convenience.

Sincerely,

N A M E