

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: Confirmation of Telephone Report of Problem

Dear :

This letter is to confirm your telephone conversation with our representative regarding your lawn. We will be dispensing a technician immediately to rid your lawn of the crabgrass and dandelions.

We are sorry about this problem and hoped to have it fixed soon. Thank you for choosing GreenHand Lawncare. Remember, GreenHand Lawncare is so good – a thumb just isn't enough. Please contact us if you have any questions.

Sincerely,

N A M E