

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: Recommendation regarding Repaired Product

Dear :

Thank you for repairing my camera. I was quite impressed with the work done on my camera and the efficiency in which the repairs were done. I will recommend your services to all my colleagues regarding their cameras.

Once again, thank you for such great service.

Sincerely,

N A M E