

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Thank You for Purchase of Automobile

Dear :

I would like to personally thank you for your purchase of a new 2005 Name of Vehicle from our dealership. It has been a pleasure assisting you and if you are in need of any other services, please do not hesitate to contact me.

Sincerely,

N A M E