

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

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

Re: Letter to Restaurant - Complimentary

Dear :

I was writing to express the wonderful time I had dining at your establishment. I was highly impressed at the service that I received. As soon as I walked through the door, I was treated like an honored guest. My waitress/waiter, {name}, was very kind. {Name} was very knowledgeable about the menu and made wonderful suggestions. He/She was very attentive so that neither my party nor I was ever in need of anything. The service that I received was only surpassed by the food. I have never had such a succulent meal and the desserts were decadent. {Restaurant} has become one of my favorite dining spots and I will be a regular customer. Thank you for a memorable meal.

Sincerely,

N A M E