

## Thank You Letter for Purchase

**This package contains:**

1. Instructions & Checklist for a Thank You Letter for Purchase
2. Thank You Letter for Purchase

## Instructions & Checklist for Thank You Letter for Purchase

- This package contains (1) Instructions & Checklist for Thank You Letter for Purchase; and (2) Thank You Letter for Purchase;
- This form is designed to assist you in drafting a letter for when you wish to thank a customer for purchasing a product or service.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Ref: [Order Number]

Dear [Name of Recipient]:

Thank you for your recent purchase of [Insert Product/Service Purchased].

We appreciate having the opportunity to do business with you. Our customers are our top priority, and we strive for 100% satisfaction. If you have any questions or concerns about this order, please do not hesitate to contact us.

Again, thank you for your purchase. We look forward to serving you again in the future.

Sincerely,

[Your Name]