



Thank You Letter

[NAME OF COMPANY]
[COMPANY ADDRESS]
[COMPANY CONTACT INFORMATION]

[MONTH DAY YEAR]

[NAME OF CUSTOMER RECIPIENT]
[COMPLETE ADDRESS OF RECIPIENT]

Subject: Thank you

Dear Mr./Ms./Mrs. [CUSTOMER SURNAME],

We at [NAME OF COMPANY] send our thanks to you for your unwavering patronage of our products and services. It has been our pleasure to provide you with products and services of the highest quality and we sincerely hope to continue serving you in the years to come.

Our company always commits itself to provide you with what you need. We always strive to create a connection with you. As a token of our appreciation for your loyalty, we offer you this discount voucher, which you can use on your next purchase.

Thank you and we look forward to serving you again in the very near future.

Sincerely,

[NAME AND SIGNATURE OF SENDER]
[JOB TITLE/POSITION OF SENDER]
[COMPANY WEBPAGE LINK]