lovetoknow
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Company Name

Date

Customer Name

Customer's Company (if applicable)

Street Address
City, State, Zip Code

Dear [Insert Customer Name],

Thank you so much for allowing [insert company name] to meet your needs for [insert specific products or services]. It is a pleasure to work with your organization over the last [insert number of years], and I look forward to continuing our business relationship.

At [insert company name], we are humbled by and grateful for the trust that you put in our team. We know that you have choices when it comes to your [insert specific products or services] needs, and we are truly grateful that you have chosen to work with our organization.

We are committed to playing a role in helping your organization to succeed through consistently meeting or exceeding your expectations. Please know how much your continued business is appreciated. If I can be of assistance in any way, please do not hesitate to reach out. My direct line is [insert phone number] and my email address is [insert email].

Sincerely,

Name
Title