

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]

JCPenney

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for [specific reason, e.g., your exceptional service during my recent visit to JCPenney].

Your attention to detail and commitment to customer satisfaction truly made my experience enjoyable. I particularly appreciated [specific example of service or product].

Thank you once again for your outstanding service. I look forward to returning to JCPenney in the future.

Warm regards,

[Your Name]