

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

[Manager's Name]

Kwik Trip

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

Dear [Manager's Name],

I hope this letter finds you well. I am writing to [state the purpose of the letter, e.g., express gratitude, request a meeting, provide feedback, etc.].

[Include specific details or examples related to your purpose. Be concise and clear.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title, if applicable]