

[Your Company Logo]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Customer Name]
[Customer Address]
[City, State, ZIP Code]

Dear [Customer Name],

Thank you for being a valued customer of [Your Company Name]. We appreciate your support and are committed to providing you with the best service possible.

We want to ensure that you are completely satisfied with your recent experience with us. If you have any questions or concerns, please do not hesitate to reach out. Our customer service team is here to assist you at [Customer Service Phone Number] or [Customer Service Email].

As a token of our appreciation, we would like to offer you [mention any promotion or discount if applicable]. Please use the code [Promo Code] at your next purchase.

Thank you for choosing [Your Company Name]. We look forward to serving you again!

Best Regards,

[Your Name]
[Your Job Title]
[Your Company Name]