

# Thank You Letter for Purchase

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP  
Code]  
Ref: [Order Number]

Dear [Name of Recipient]:

Thank you for your recent purchase of [Insert Product/Service Purchased].

We appreciate having the opportunity to do business with you. Our customers are our top priority, and we strive for 100% satisfaction. If you have any questions or concerns about this order, please do not hesitate to contact us.

Again, thank you for your purchase. We look forward to serving you again in the future.

Sincerely,

[Your Name]