**GREGORY** HALFORD

123 Main Street, London, UK NW80QE | (020) XXXX XXXX | M: (020) XXXX XXXX | email@example.com

Dear Mr. Kohl

I have just been informed by my immediate supervisor of my sales professional of the year award in the corporate furniture division. I was unsure if I had generated the revenue to win the award but I do want to say how proud I am to be a part of the growing success here at Patterson Home and Office Furnishings.

I am returning to you a signed copy of my revenue production statistics for last year as per your instructions. If you need any further information or require anything else from me please feel free to contact me at my direct office line which is (555) 986-5555. You can also reach me at my email address which is ghalford@patterson.com.

I am extremely excited to be recognised as a leader in the continued growth of Patterson Home and Office Furnishings and look forward to several more productive and successful years. I am already at work trying to make sure that I successfully retain my award next year.

Sincerely Yours

Gregory Halford