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| --- | --- |
| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |

\_\_\_\_\_\_\_\_\_\_(Your Address)

\_\_\_\_(Your City)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date of Writing the letter)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Recipient’s Address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Recipient’s City)

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. \_\_\_\_\_\_\_\_(Recipient’s Full Name),

I went car shopping at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the Car Dealership) last Monday, that is, on \_\_\_\_\_\_\_\_\_\_(Date) to look for a new vehicle.

I/we was/were greeted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the Car Salesman), who made great efforts to make us feel welcome and comfortable at your showroom. He was kind enough to show us around the showroom. He made all attempts to guide us through an extensive list of the available cars at the showroom.

I have to say that this was by far my best car shopping experience. The salesman was adept as well as very informative. He even made sure to answer each and every question we had patiently.

We will surely be coming to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the Car Dealership) for years to come.

Regards,

\_\_\_\_\_\_(Your Full Name)