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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 just wanted to take the opportunity to write my sincerest thanks for your service and dedication. You went above and beyond to sell me my first car on \_\_\_\_\_\_(Date). I've been wary of car salesmen in the past, but you've helped in breaking the stereotype.

Thank you for answering all my questions with honesty. I am so happy with the car I purchased thanks to the reasonable price you negotiated. You can be assured that I will certainly recommend your services to all my friends and family. Thank you for a great experience.

Regards,

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