

MAIL to SELF

_____ (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)