

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 purchased a _____ (Name of the vehicle) at _____ (Name of the Dealership) recently and I could not be happier. The head car salesman, _____, is an excellent guide if one does not know enough about cars. He is helpful and honest. He has detailed knowledge of the vehicles he sells and one can be assured of its quality without hesitation.

I purchased an SUV which is in mint condition and he helped me get a good for the quality. The customer service is highly recommended and I will make sure to recommend this place to my family or friends looking for a vehicle.

Sincerely, _____ (Your Full Name)