



[Sender's Name]

[Sender's Address]

Date:

[Recipient's Name]

[Recipient's Designation]

[Recipient's Company Name]

[Recipient's Address]

Dear Mr. _____ [Recipient's Name],

I am very pleased to inform you that the customer service at your company was par excellence. Thank you and your wonderful employees for making my purchasing experience from your company seamless. I very well remember one of your employees, Mr. Dave was very helpful in guiding me in the purchasing process. I deeply appreciate that.

All my concerns regarding the product were cleared by your delightful employees. There would be no other better way than recommending your company to my dear and near ones. Looking forward to other awesome products from your company. Once again, I want to express my deep appreciation for the wonderful service that you have offered me. Please feel free to use my endorsement in any of your advertisements.

Sincerely,

[Your Name]

[Contact Number]

[Email ID]

[Signature]

