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[Sender's Name]

[Designation]

[Company's Name]

[Company's Address]

Date:

[Recipient's Name]

[Recipient's Address]

Dear [Mr.] [Name Of The Recipient],

On behalf of the company, I sincerely thank you for being our loyal customer for many years. You have been using our product for four years and this shows how much value you put in our products. Thank you for that.

In fact, I also remember an instance where we asked our valued customers about their experience with our products. You were one among them who heaped praises about our products. For a valued customer like you, we always strive to provide the best products and services.

As a loyal customer of ours, we are extending a buy one, get one offer on your next purchase. Thanks again for showing faith in our products. We would love to continue this ongoing relationship in the future as well.

Sincerely,

[Your First Name] [Your Last Name]

[Contact Number]

[Email ID]

[Signature]

