

MAIL to SELF

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

We would like to thank your company and you for the excellent renovation work you carried out on our residence. My wife and I and delighted with the detail and workmanship you put in. We have received plenty of positive comments for your superb finish.

We would certainly recommend your company's name to all our friends and family members.

Thank you once again for all your support.

Sincerely,

----- (Sender Name)