

[Your Name]
[Street Address]
[City, ST ZIP Code]

[Current Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Recipient Name]**:

By the time you read this, we will have incorporated many of your suggestions into the development of our new billing system. I think you'll really be pleased to see the improvements over the old one. I've given it a test run myself, and I can assure you that all the invoicing problems that you've experienced over the years have been eliminated, thanks in large part to your input.

I'm pleased that you threw yourself into this project and were so forthcoming with your straightforward, insightful comments. Thank you!

Sincerely,

[Your Name]
[Title]