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

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

Dear [Recipient Name]:

On behalf of everyone at [Company Name], thank you for choosing [Name of product or service] for your needs. [Name of product or service] includes the following excellent [features or benefits]:

- [Feature or benefit]
- [Feature or benefit]
- [Feature or benefit]
- [Feature or benefit]
- [Feature or benefit]

We are committed to providing you with the highest level of customer satisfaction possible. If for any reason you have questions or comments, we are delighted to hear from you. Call our toll-free number, [phone number], or send us email at [email address]. You can expect us to respond to your e-mail within [number] hours.

Again, thank you for your patronage. We look forward to serving you.

Sincerely,

[Your Name]
[Title]