

[DATE]

[ADDRESSEE]
[COMPANY]
[ADDRESS]
[CITY], [STATE], [ZIP]

Dear [NAME]:

We are at a loss when we see that you are no longer working with us in a business relationship. Is there something we have done, or for that matter, have not done? Please take a moment's time to write a brief sentence or two on the back of this letter. You can mail it in the envelope post paid that is enclosed.

We have just expanded our warehouse and have increased [PRODUCTS, SERVICES] to serve you more efficiently.

We value you as a business associate and hope that we will hear from you soon.

Sincerely,

YOUR NAME
YOUR TITLE

Enclosure