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Dear [recipient's name],

Thank You for Your Order

Thank you for your order of [date]. You will hopefully receive your requested items about the same time as this letter arrives.

Did you notice in our brochure that we also provide [list two or three items that may be of interest to

this customer judging by the current order]. I've included brochures on these items so you can determine their value to you.

To order, just call us on the number above and ask for [give contact name].

Thank you once again for your interest in our company.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]