

«Company»  
100 Main Street  
Suite 14-B  
Anytown, U.S.A. 07945  
«CPhone»

2/4/23

Marvin Acme  
Acme Sales, Inc.  
100 Main Street  
Add2  
Toontown, USA «ZIP1»

Dear Marv:

Thanks for choosing us! We appreciate your business and the opportunity to serve you. We know you could have chosen one of our competitors, and we're delighted and honored that you've chosen to work with us instead. I trust we'll meet or exceed your expectations in the coming months and years.

Please call me if I can assist you in any way.

Sincerely,