

«RecipientName»

«RecipientStreetAddr»

«RecipientCity», «RecipientState» «RecipientZip»

Dear «RecipientName»,

We wish to sincerely thank you for your recent purchase. We appreciate your business, and we’re anxious to help with any of your future needs in any way we can. Should you have any questions or concerns, please feel free to contact us at the above phone number at any time.

Sincerely,

Mr. John Doe