

## THANK YOU LETTER FOR GREAT CUSTOMER SERVICE

Katelyn Cooper  
6059 Sollicitudin Road  
Burlingame Colorado 26278  
(414) 876-0865

11-11-2002

Lee Preston  
981 Eget Rd.  
Clemson GA 04645  
(221) 156-5026

Subject: (\*\*\*\*\*)

Dear Lee Preston,

I am writing this letter to you as a token of appreciation and positive feedback for the outstanding customer service received at your -----  
----- (mention the store name) for the purchase of -----  
(mention the product/service). I was facing the problem of -----  
----- (mention the problem in detail).

During my visit, I was attended by ----- (mention the manager name) working as ----- in your -----  
(mention the branch name) and I must say that the ability and smartness of ----- in solving my problem were appreciated and also exceeded my expectations.

I really appreciate the quick service I got and the humbleness while the person attended me. Moreover, he/she also shared some important advice and guidelines of how to -----, so that this does not happen again. I am really pleased with the kind of service that I have received and would recommend this place to everyone.

Yours sincerely,  
Katelyn Cooper

# Great Customer Service Letter Sample

**LM Reder**



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