

To,

Mr. Joseph Lincoln
Advertising Manager
Harvard Media Pvt. Ltd.
Los Angeles

Date (Date on which letter is written)

From,

Maddy Paul
123, Vine Street
Los Angeles

Sub: Letter of appreciation

Dear Mr. Lincoln,

I am writing this letter to appreciate the brilliant services of your customer support. A few days back, I purchased a washing machine from your store located at XYZ location. The washing machine was not working properly, so I called up customer support. In no time, they sent a professional to fix things up.

Now the washing machine is working great. I would like to thank you for the quick and good service. Looking forward to purchasing more from your store. Keep the good work going.

Yours truly,

Maddy Paul