

## Letter to Follow-Up After a Sale

**This package contains:**

1. Instructions & Checklist for a Letter to Follow-Up After a Sale
2. Letter to Follow-Up After a Sale

## Instructions & Checklist for Letter to Follow-Up After a Sale

- This package contains (1) Instructions & Checklist for Letter to Follow-Up After a Sale; and (2) Letter to Follow-Up After a Sale;
- This form is designed to assist you in drafting a letter for when you wish to send a thank you note after a sale and offer additional services.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Ref: [Order or Invoice Sale]

Dear [Name of Recipient]:

Thank you for your recent purchase.

We have truly enjoyed having the opportunity to serve you, and I hope you are enjoying your [Insert Item/Service Purchased]. Our company would love to have the opportunity to work with you again. If there is ever anything we can do to assist you, please do not hesitate to contact our office. In particular, you may be interested in [Insert Item/Service That Might Interest Customer] to complement your recent purchase.

Again, thank you for your business. We look forward to serving you again in the future.

Sincerely,

[Your Name]