January 3, 20XX

Jeannie McValen, Manager

Dear Ms. McValen,

I am writing to express my appreciation for your customer referral to our business, Creative Office Solutions, LLC. I genuinely appreciate your confidence in our products, as your referral has enabled us to work with new companies.

As a token of thanks, I would like to extend a special offer for your organization’s future office supply needs. Please feel free to contact me regarding a business discount, or if you have questions. Thank you again.

Sincerely,

Victoria Torrano, President

Creative Office Solutions, LLC

800-242-XXXX

abcd@creativeofficesolutions.com