Dear [insert name],

On behalf of [insert company] I would like to say thank you for being a loyal customer. It has been a pleasure serving you and supplying you with [insert appropriate products or services] and we hope that we can have the pleasure of providing for you for many more years to come.

[Name of business] is committed to providing our customers with only the highest quality of [name of products or service] delivered through impeccable customer service.

As proof of our appreciation for your loyalty and ongoing support, we would like to give you a 20% voucher off your next purchase with us.

Once again, thank you for your ongoing business and we look forward to serving you in forthcoming months.

Best regards,

[Insert your name]

[Insert your function]