

Sample letter from the Letter Writer in Generations®



Julie's Home Care
1003 Michigan Street
Mount Pleasant, MI 48858

June 10, 2010

Donald Stone
108 East Fourth Street, Suite B
Clare, MI 48617

Dear Don,

I received an inquiry from Rebecca Smith about her mother and father last week. During our conversation, Rebecca expressed concern for her parents, and eventually we settled on a time for us to come to the home and do an assessment. We completed the assessment, and her parents are now active clients. Rebecca said that you were responsible for the referral.

I am very pleased to have the new business, but even more pleased that you thought well enough of me to recommend my company to Rebecca. That's the best compliment I can imagine, and to show my appreciation, I've sent a basket of fruit for you and your office staff.

Thank you!

Sincerely,

Julie McIntosh
President