<<FirstName>> <<LastName>>,

<<Position.Title>>

**Maria Anders**

**Sales Representative**

**Alfreds Futterkiste**

Dear Maria Anders:

I am writing to express my sincere appreciation for your continued support of our business. At Northwind Traders, we are well aware that it is repeat customers like you who are largely responsible for last year being the best sales year in our history.

To express our thanks, we are offering an exclusive financing package to our best and most appreciated customers from last year. Because you are part of that very exclusive group, we are offering you a twenty percent discount with any order over $10,000, placed this month.

We are happy to have served you in the past, and we look forward to continuing to serve your needs in the future.

When you visit our office to place a new order, please feel free to stop by my showroom and say hello. I look forward to seeing you.

Sincerely,

*<<FirstName>> <<LastName>>*

*<<Position.Title>>*