

# GENERIC BUSINESS LETTER

Date: February 14, 2026

Dear Valued Customer,

This is a generic business letter to inform you about our company policies and upcoming changes. This document is NOT an invoice, receipt, or any accounting document.

We would like to thank you for your continued support and loyalty. Our team is committed to providing you with the best service possible.

Best regards,

John Doe  
General Manager  
Example Corporation Inc.