**Mimi’s Steak and Seafood Restaurant**

111 Main Street

Richmond, VA 23060

October 12, 2016

Dear ,

At Mimi’s our mission is to offer the highest-quality food, drink, and service to our customers, and we could not have accomplished that without your help. We recognize your commitment to helping us become one of the best restaurants in this city, and we want to extend our appreciation to you and your staff. Thanks to your quality products and prompt delivery service, we have had another successful month at Mimi’s.

I have enclosed a check for $ with this letter. Please feel free to contact me if there is any discrepancy in the amount.

We appreciate doing business with you. Once again, thank you for your loyal support.

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Student Name

Manager