

*World’s Biggest Sporting Goods Supplier*

June 19, 2019

[customer name]

[company name]

[address]

[city, state, zip]

Dear [customer first name]:

Thank you for choosing h+Sport for your sporting goods needs. We are confident that you will be very satisfied with the services that we offer.

The information enclosed will help you make the most of our services. If you have questions, please contact us. Your account manager, [Acct Mgr Name], can be reached at [phone]. Your account number is [Acct #]. When you call, please have it handy so that we can expedite your requests.

As your needs change, we will be happy to help you evaluate those needs and offer you the services that will help you achieve your new goals. Again, thank you for choosing h+Sport.

Sincerely,

[name]

[title]

Enclosure