**RE: THANK YOU FOR ADMIRATION OF [EMPLOYEE NAME]**

Dear [CUSTOMER NAME]

Thank you for your kind letter regarding your exceptional treatment by one of our employees. We have made a copy of your letter and it will be forwarded to the personnel department and included in the employee's file.

It seldom happens that a customer takes time in writing a letter of appreciation.

Please accept the enclosed certificate, which, when presented, will entitle the bearer to a ten per cent discount on any product that you choose. It is a token of our appreciation to customers such as yourself. It is your continued support that has allowed to grow and prosper in this highly competitive marketplace.

On behalf of our entire company, we thank you.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]

