

ABC Contractors Inc
55 Main Street
Hometown, PA 99999
Phone: (555) 555-5555
Fax: (555) 555-5555

Monday, August 09, 2010

To: Brown Contruction
810 Tree Street
Sometown, PA 55555-5551
Attn: Tim Brown

Dear Mr. Brown:

You haven't used our services for a long time. Is there a problem we should know about? Your business is very important to us, so we want to be sure we have lived up to your expectations.

Please let us know how we can **serve you better**. I've enclosed a reply card for your comments. I look forward to hearing from you and to being of service in the future.

Sincerely,

Cory Smith
President/CEO
ABC Contractors Inc