

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
June 5, 2003

[Recipient Name]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

Yesterday I received a large order from Fourth Coffee and was told by the owner, Amy Rusko, that you were responsible for my getting the business.

I was mighty pleased to have the new business, Paul, but even more pleased that you thought highly enough of me to recommend my company to Amy Rusko. That's the highest recommendation I can imagine, and I'm grateful for it. Thank you!

Sincerely,

[Your Name]  
[Title]

Copyright © 1994, 1998, 1999 by McGraw-Hill, Inc.