



FOLLOW-UP LETTER

CLIENT'S NAME AND ADDRESS

Dear **Personalized**:

We have recently completed work for you and we know you will be pleased with these new spaces in your home for a long time.

We know the greatest source of our new business is through the recommendations of satisfied clients. May we ask you to complete the enclosed client evaluation and return it to us in the envelope provided? This will help us improve our service in the future.

If for any reason a problem develops, please do not hesitate to call on us. The number to call for service is [service telephone number]. We have also included a list of direct telephone contacts for appliance service calls.

Once again, many thanks for the opportunity of adding your name to the constantly growing list of our satisfied clients.

Sincerely,

Company Name

Signed by President or Owner of Firm