[DATE]

Contact Name

Address

Address2

City,

Province

Postal Code

**RE: PERMISSION TO USE UNSOLICITED TESTIMONIAL**

Dear [CONTACT NAME],

Thank you so much for your letter dated[DATE] (copy attached). It is always very pleasing to receive such positive feedback from our clients!

You have said such positive things about us that I would like to quote from this letter in the advertisements, brochures, direct mail packages, and other promotions we use to market our company’s [PRODUCTS or SERVICES] – with your permission, of course. If this is acceptable to you, would you please sign the bottom of this letter and send it back to me in the enclosed envelope? (The second copy is for your files.)

Thank you once again!

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

YOU HAVE MY PERMISSION TO QUOTE FROM THE ATTACHED LETTER IN ADVERTISEMENTS, BROCHURES, MAIL AND OTHER PROMOTIONS USED TO MARKET YOUR PRODUCTS.

Signature Date