[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE:THANK YOU FOR YOUR REPEAT BUSINESS**

Dear [CONTACT NAME],

Please receive this letter as a symbol of our thanks for your kind patronage over the past [MONTHS/YEARS].

We truly appreciate you and know our working relationship will continue to be successful in the years to come. As a thank you, please accept a [%] discount on your next purchase with us.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]