[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: I HAVE A FAVOUR TO ASK YOU**

Dear [CONTACT NAME],

I have a favour to ask of you. I am in the process of putting together a list of testimonials about our services from satisfied clients like you.

Would you take a few minutes to give me your opinion of our services? No need to write a long letter; just jot your comments on the back of this letter, sign below, and return it to me in the enclosed envelope. (The second copy is for your files.)

I look forward to learning what you like about our services… but I would also welcome any suggestions or criticisms.

Many thanks.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

YOU HAVE MY PERMISSION TO QUOTE FROM MY COMMENTS AND USE THESE QUOTATIONS IN ADS, BROCHURES, MAIL, AND OTHER PROMOTIONS USED TO MARKET YOUR SERVICES.

Signature Date