[DATE]

Contact Name

Address

Address2

City,

Province

Postal Code

**RE: WE’D LIKE TO WELCOME YOU BACK AS A CUSTOMER**

Dear [CONTACT NAME],

We were sorry to see that [CUSTOMER NAME] has not been on our list of customers for the past [NUMBER] years. If this has been due to poor service with a past order, we would like to remedy it.

We have also expanded and improved our service and, our prices have remained very competitive. We also now have a 24-hour call centre and can guarantee that someone will be at your place within an hour of your call.

May I telephone you next week and see if I can answer any questions you might have about our latest services on offer? We would very much like to welcome you back as a valued customer.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]