

APPRECIATION LETTER TO THE COMPANY

Included:

Introduction

Appreciation Letter to the Company Tips

Sample Appreciation Letter to the Company

Appreciation Letter to the Company Template

Introduction

The objective of writing this letter is to appreciate the owner of the organization who keeps customer first rather than his profit or loss. Through this letter, you are appreciating his efforts on his customer dealing which is resulting into customer satisfaction also. Though lot of companies talk about customer service, but there are very few who implement the same in real life also. So, it becomes our moral responsibility to motivate them by giving them appreciation for their work.

Appreciation Letter to the Company Tips

Following points need to be considered for writing an effective appreciation letter to the company:

- Firstly it is vital that the letter should be written in a sincere and genuine way.
- You must appreciate the person for his help extended to you without worrying for his profit.
- Tone of the letter should be formal and polite.
- Wordings of the letter should be such that the other person should feel motivated.
- Once you are through writing the letter, please recheck the same for corrections, if needed.

Sample Appreciation Letter to the Company

To,

Mr. Samuel Johnson

Midas Furnishing

Central Street

Ohio

Date (Date on which letter is written)

From,

Mary Jacob

123, South Hills Apartments

Ohio

Sub: Letter of appreciation

Dear Mr. Johnson,

This is with reference to our telecom yesterday regarding the replacements of my curtains which I purchased from you a week ago. I must appreciate the way you deal with your customers. Your professionalism in dealing with your customers is truly commendable. Without asking any questions, you immediately agreed and send the person to my place for the replacement and also with the new designs. I am totally impressed with your generosity.

I was very much worried because I was expecting some guests on weekend and the conditions of the curtains were miserable, but your timely help and prompt action has completely settled my mind into ease.

Once again thank you for the help.

Yours faithfully'

Mary Jacob

Appreciation Letter to the Company Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear Mr. _____,

I am writing this letter to inform you that I am truly impressed by the way you deal with your customers keeping the revenue factor aside. We had a conversation a week before regarding replacement of my _____ (Name of the item) which I purchase from you _____ (Time period) ago. I must appreciate the way you deal with your customers and handle their concerns in a professional manner.

I once again, would like to thank you for replacing my _____ and giving me an exceptional customer service experience.

Yours faithfully'

(_____)

Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org