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**Introduction**

This type of letter is generally written by a client or an employer who wants to extend their compliments on the great service delivered by the sales staff. By doing so, they are appreciating the efforts and dedication of the sales staff by which they have handled a project/client. Every one likes to be complimented and if you are complimented for your hard work and achievements, it means that your work is getting noticed and acknowledged.

**Compliment letter to a sales staff Tips**

Following points should be considered for writing an effective compliment letter:

* Firstly it is vital to be soft, sincere and genuine while complimenting someone in writing.
* You must mention your experience with the sales person and appreciate him for delivering exceptional customer service.
* Tone of the letter should leave a personal impact in readers mind and he should feel special.
* Letter should be brief and to the point.
* Once you are through writing the letter, please recheck the same for amendments, if needed.

Sample Compliment letter to a sales staff

To,

Mr. George Mathew

Customer Service Executive

High End Electronics

California

Date (Date on which letter is written)

From,

Catherine Simon

Customer

ID 9876

Sub: Compliments on your exceptional customer service

Dear Mr. Mathew,

It was really a wonderful experience visiting your store and interacting with you. I would like to extend my heartiest compliments to you for handling my queries so well and giving me the appropriate solution by helping me making a genuine purchase decision. I am sure that each and every client who has visited your showroom must be having the same experience just like me.

Your professional attitude of dealing with your customers deserves an appreciation. I once again would like to thank you for giving me such a wonderful customer service experience and I wish that your company should maintain the same in long run also.

Yours truly’

Catherine Simon

# Compliment letter to a sales staff Template

# To,

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# Date (Date on which letter is written)

# From,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the person),

# I am writing this letter to personally compliment you on your exception customer service delivered to me on my visit on \_\_\_\_\_\_\_\_\_\_ (Date). The sales staff hired by you is very professional and they listen to each and every customers query with a smile and then providing a valid solution to their questions. They truly deserve an appreciation.

# I would like to congratulate once again to your staff for giving me an appropriate solution and that too in my budget. Please extend my heartiest compliments to your staff as well.

# Wish you all the best,

# Yours truly’

# (\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

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