

[Your Name]
[Street Address]
[City, ST ZIP Code]
March 6, 2014

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

We boast the capital's largest limousine fleet, and yet we couldn't accommodate your business party. I'm proud that we're so well-thought-of that we're constantly booked. But I'm sorry when we have to say no.

I hope you were pleased with our recommendation for a substitute. If you couldn't have our service, I wanted you to have one that would give your party the special treatment it deserves.

Thanks so much for thinking of us. Please keep us in mind for your future events. I want the opportunity to show you why we're considered the best. Good luck with your new business!

Sincerely,

[Your Name]
[Title]