

Upscale Hotel
345 Fancy Dr.
Anytown, CA 93449
(555) 555-1212

November 15, 2008

Gary Garrett
123 Garnet St.
Othertown, CA 96097

Dear Mr. Garrett:

I would like to take a moment to thank you for your continued selection of Upscale Hotel as your accommodations of choice when you visit Anytown.

You are truly one of our most loyal guests, and it is always a pleasure and an honor to serve you. It is patrons such as yourself to whom we owe the success of this establishment.

My sincere appreciation of your patronage cannot be overstated. I want to assure you that we will continue to do all we can to justify your confidence in Upscale Hotel.

Sincerely,

Ben Benson
manager