**Thank You Note for Excellent Service**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I'd like to compliment one of your employees, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the excellent service she provided me last week. Ms. \_\_\_\_\_\_\_\_\_\_\_\_ helped me to sort out my account after I discovered that there had been several unauthorized debits made from it a few weeks ago.

I have always been pleased with the service I receive at your branch. However, Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_'s professionalism and ability to get to the bottom of the situation quickly exceeded my expectations.

Within a few days, she was able to verify the fraudulent charges to my account and start the process of having my account balance corrected.

Such a commitment to great customer service is to be commended. You can be sure that I will continue to do business with \_\_\_\_\_\_\_\_\_\_\_\_ Bank for years to come.

Sincerely,

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Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This week, I was provided with excellent service at your garage, and I truly appreciate it.

As a single parent, I can tell you that the prospect of having to spend hundreds of dollars, according to estimates I'd received elsewhere, was a dim one. Thankfully, I decided to opt for one more professional opinion before having my car repaired.

Your mechanics discovered that the real problem was due to a defective switch, and were able to replace it for just $25. Needless to say, I breathed a sigh of relief!

I am higly pleased with the professional manner in which your mechanics serviced my automobile. You have definitely gained a new customer who will refer all of her friends to Bill Bright's Auto Service Center.

Sincerely,