**Mimi’s Steak and Seafood Restaurant**

111 Main St

Richmond, VA 23060

(804) 555‑0131

February 5, 2013

Dear,

At Mimi’s, our mission is to offer the highest-quality food, drink, and service to our customers, and we could not accomplish that without your help. Thanks to your quality products and prompt delivery service, we have had a successful first month at Mimi’s and are now looking forward to heading into what we hope will be a busy season with a wide offering of Lenten and spring specials.

According to our records, you delivered $ of to our restaurant during the month of January 2013. I have enclosed a check for $ with this letter. Please feel free to contact me if there is any discrepancy in the amount.

We appreciate doing business with you. Once again, thank you for your loyal support.

Sincerely,

Student Name

Manager

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