

Mr. Eadsforth,

Just a quick note to thank yourself and all your staff for the installation of my new conservatory, it's magic.

Your builders and installation team were both professional and thorough with a good sense of humour and nothing seemed to be too much trouble, even when I asked them for advice (which I did on countless occasions) they stopped to explain everything in detail before proceeding, who could ask for more?

Please feel free to use this letter for promotion in any way you see fit, as I would heartily recommend your services to anyone.

I have enclosed my cheque as final payment, and once again thanks for a job well done.

Kindest regards

John [redacted]