[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: RECOMMENDATION FOR REPAIRED PRODUCT**

Dear [CLIENT NAME],

The repairs to your [PRODUCT] are complete, and you should be receiving them within the next [NUMBER OF WEEKS/DAYS/HOURS].

We recommend that you [RECOMMENDATION] ensure the long life of this product. By following this procedure, you will significantly reduce the chance of this problem happening again.

Thank you for choosing our product, and we look forward to being able to be of further service to you in the future. We hope that you will keep our company in mind when you are selecting a new [PRODUCT].

Thank you again for entrusting us in serving you.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]