[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: THANK YOU FOR THE OFFER TO HELP US**

Dear [CLIENT NAME],

We very much appreciate your offer to help us in our campaign to [OBJECTIVE]. If everyone were to commit themselves with the same level of enthusiasm you expressed in your letter, we would undoubtedly have quashed this problem in no time.

We are sending you one hundred of our pamphlets to be distributed amongst your staff. It will help us to spread the word while keeping costs to a minimum.

We thank you again, [COMPANY NAME] for your eagerness to help us.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]