[DATE]

Contact Name

Address

Address2

City,

Province

Postal Code

**RE: CONGRATULATIONS - AWARDED VALUED CUSTOMER STATUS!**

Dear [CONTACT NAME],

We are delighted to let you know that you have reached our **Valued Customer Status**. That’s an honour accorded to only a select few of [YOUR COMPANY NAME] customers.

It means that we recognise the very special requirements your Company need to meet your volume and customisation. Your individual need to access our design and manufacturing information, estimated delivery times, open-to-buy status, and dozens of other details that call for fast, accurate answers we have met.

To be sure you get the services you need within minutes of your asking, we are assigning you your very own Customer Service Representative. [CSR NAME] will monitor your orders, review them with internal staff and keep me up-to-date on your activity while I am out of the office. [HIS/HER] direct number is [NUMBER].

[CSR NAME] will contact you next week to introduce [HIMSELF/HERSELF]. [HE’S/SHE’S] a bright young [MAN/WOMAN] who has been fully briefed on every facet of your account. I’m sure [HE'LL/SHE’LL] do a wonderful job.

We value our relationship with you and [THEIR COMPANY NAME] and continued support.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]