Samantha Washington

123 Main Street, Anytown, CA 12345 · 555-555-5555 · samantha.washington@email.com

September 1, 2018

Roberta Lau

Director, Human Resources

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Dear Ms. Lau,

When someone takes the time to recount a positive experience, it speaks volumes. And so I would like to request a small favor – a testimonial that will give others a sense of the experience and service I offer.

Whether it’s a recommendation for a restaurant, a vacation spot or a doctor, I have always felt that the testimonial is a powerful indicator of excellence. I strive to provide such excellence with each and every transaction, and I sincerely hope that describes your experience with me.

This testimonial can be as short or as long as you like. It is valuable to my future business and, just as importantly, allows me to continuously improve the level of service I provide. Feel free to either e-mail me or call my cell phone. Alternatively, you can use the enclosed self-addressed, stamped envelope enclosed to share your thoughts on your experience with my company.

I sincerely appreciate your help and look forward to serving you and meeting your needs for years to come.

Warmest regards,

Signature

Samantha Washington

Andrew Braun

123 Main Street, Anytown, CA 12345 · 555-555-5555 · andrew.braun@email.com

September 1, 2018

Jay Goldberg

Director, Human Resources

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Dear Mr. Goldberg,

When someone takes the time to recount a positive experience, it speaks volumes. And so I would like to request a small favor – a testimonial that will give others a sense of the experience and service I offer.

Whether it’s a recommendation for a restaurant, a vacation spot or a doctor, I have always felt that the testimonial is a powerful indicator of excellence. I strive to provide such excellence with each and every transaction, and I sincerely hope that describes your experience with me.

If you would be so kind as to say the following about my business I'd greatly appreciate it. In your own words could you say something to the effect, "the stellar service I have received from ABC Company over the years has been exemplary. They always go the extra distance and will do whatever it takes to get the job done, and, they get it done on time, and on budget. They function as though they're a part of our team and work with us to overcome challenges whatever they may be. I can't recommend them enough."

Please feel free to either e-mail or use the enclosed self-addressed, stamped envelope enclosed to share your thoughts on your experience with my company.

I sincerely appreciate your help and look forward to serving you and meeting your needs for years to come.

Warmest regards,

Signature

Andrew Braun