To,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_ (date of writing letter)

From,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Dear Mr /Ms\_\_\_\_\_\_\_\_\_\_,

I am writing this letter in response to your letter dated \_\_\_\_\_\_\_\_\_\_(mention date). You were enquiring about \_\_\_\_\_\_\_\_\_\_(mention query). Our organization has been using the services of \_\_\_\_\_\_\_\_\_\_ (mention company name) for the past several years. We have never encountered any problems with them. They have a 24X7 customer center that can be contacted at any point of time.

All the major companies in the city are utilizing the services of \_\_\_\_\_\_\_\_\_\_. Before taking their connection, we had checked out the other services in the market as well. Though the price packages were almost the same, their customer care support and connectivity differ considerably. That is the reason why we have opted for this particular service provider.

For further clarifications, you can contact the service provider directly.

Looking forward to hearing from you.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_ (Your name)