[Your Name]

[Organization Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I was surprised by your letter which read that you have bought a dog for security purpose from the Pet Company I referred to. You have been through tough times when many a time your house has been attacked by thieves. Keeping a dog will surely help you.

I am thankful to you that you have kept my words and shown respect for me. Keeping a pet dog from ABC Company will get you away from any worries as the animals kept here are fully vaccinated and are also very well trained. You must have been handed over a vaccination and training record of the animal. It will be easier for you to verify the information given to you by the company.

Once again, my friend, I would say that you have honored me by not only listening to me but also following my advice. Thank you.

Sincerely,

[Your Name]

[Title]