[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 got notified by my brother that your company employees have bought laptops from his shop. I am very thankful to you for considering my thought of buying laptops from my brother’s shop irrespective of the fact that he is a new entrant in the market. As they say, charity begins at home. You are the one who has started it with a good example.

You were worried about getting laptops from anywhere else as there are chances of fraud. I hesitantly recommended my brother's shop to you for dealing. But have wholeheartedly welcomed the suggestion for which I am very pleased with you.

Thank up for putting in your trust in me.

Sincerely,

[Your Name]

[Title]