[Your company\_logo and name]

[Company contact details, incl. return address]

[To: Recipient\_name]

[Date]

Dear [Customer\_name],

Thank you for purchasing [product name] – we really appreciate you placing your trust in us.

We’ve been designing our products with business needs like yours in mind. The specific product you’ve purchased [is one of our best sellers/has won Award of the Year/etc.]. We hope it’ll live up to your expectations.

To get started, you can have a look at our enclosed [short FAQ/factsheet/guide/etc.] on how to set up the product properly. More information is also available at this web address {acme.com/resources/product-guides}.

Should you encounter any issues or have any questions, our support team is available from 8:00am to 11:00pm EST at support@acme.com or +123456789.

Regards,

[Your name]