15 February 2020  
Lucy John  
Brooklyn, 2345

Dear Mr. John,

Hi sir, I am thankful for your positive feedback for our workers. We appreciate your insights as it helps users to grow in the field. Last time you pointed out some weaknesses in our work, that we fully tried to manage. This time you appreciated as our team member has handled the situation, according to your suggestions. Thank you so much for your positive response. There is a surprise for you. It is our company rule when we get sincere appreciation, we send a gift voucher for the client. You will receive it soon. Thanks again and love the way you responded to our team.

Regards

Maxwell