15 February 2020  
Lucy John  
Brooklyn, 2345

Dear Mr. John,

Dear sir, I am glad to know about your good experience with my team members. I am sorry I couldn’t reply to you yesterday. I was a bit busy with the repair work of the office. Your feedback is much needed for my workers. Actually, we got complaints and our workers did the effort and try to resolve the problem. But now your positive response will help them to know that they are performing well and cope up with situations in a good way. Thank you for the nice words as well as the suggestions that will help us in the future for the growth of our company.

Regards

Maxwell