Mr. Donald Hicks

West Main Street  
Louisville, Kentucky 40202

November 8, 2010

Mr. Gibson Harris

Broad Hollow Road  
Melville, New York 11747

Dear Mr. Harris,

Warm greetings!

I am writing to you to thank you for the fifteen years you have been renting my appartment.  You have shown exceptional care for my property and have been faithfully following the rules and regulations regarding tenancy in my apartment.  It is often difficult to find such well-mannered tenants and I greatly appreciate your concern for your landlord.  I hope I was also able to satisfy all your needs and provide you a good place to stay while you were in town.

As you end your contract and move to another town, I hope you will be able to finally build the dreamhouse you have been telling me about.  Should you decide to come back again, I will gladly accept you again as a tenant.

Warm regards,

Mr. Donald Hicks