From,

(Sender’s name)

(Sender’s address)

To,

(Recipient’s name),

(Recipient’s address)

Dear sir/ madam,

This letter is made in response to the request made from your side regarding the performance of the HHG construction material firm. The HHG construction material firm has been an integral part of all our construction word for a period of almost 30 months. There has been hardly any problem regarding the quality of the construction material which the HHG construction firm provides. Also, the rates at which the construction material is provided are among the competent rates on the construction market.

Besides the quality of the construction material and the rates at which the construction material they provide, the approach from the side of the HHG construction material firm has been very work friendly. This letter is intended to make you able for making the right choice regarding the future in the construction market. The rest of the decision for which construction material firm to choose is vested in your hands.

Yours sincerely,

(Sender’s name and signature).