



## Thank You Letter Template

The Thank You Letter template is designed to help you lower cancellations and increase repeat and referral business. You can use this in letter or email format.

Feel free to use this template in your business... it's on the next page. Simply highlight the text, copy, and then paste into your email program or word processor.

This is just one of many templates in MarketSharp. The following home improvement specific templates are loaded into MarketSharp and ready to use.

- 117 postcard templates – jobsite marketing, home show invitations, home show follow-up, open house invitation, pre-appointment reminder, unsold lead follow up, thank you note, referral program, future interest, etc.
- 99 sales letter templates – i.e. jobsite marketing, home show invitations, home show follow-up, open house invitation, pre-appointment reminder, unsold lead follow up, thank you note, referral program, future interest, post job survey, lead paint documentation, lien waiver, collections, etc.
- 26 forms – lead sheet, measure sheet, closing sheet, company info, project summary, balance due, completion certificate, job cost, referral card, telemarketing release form, etc.
- 8 list report templates – phone call list, appointment list, lead paint audit, customer list, etc.
- 46 email templates – newsletter, appointment reminder, upcoming home show, check out Houzz, event notices, open house, Home Advisor rating, annual inspection, past customer sale, testimonial request, referral solicitation, online review request, project completion thank you, post appointment thank you, etc.
- 27 report templates – lead cost, closing ratios, DNC audit, call center, canvasser performance, lead setter performance, telemarketer performance, promoter performance, confirmation performance, lead source summary, job cost, production, commission, demographics, install volume, payments, balance due, sales, product, service, etc.

**Here's the GOOD NEWS...** MarketSharp can automate your marketing and grow your sales.

A 5-minute phone call is the best way to see if this is for real. You'll see how over 3,200 other remodelers across the U.S. and Canada are using this system to grow their business.

**If you'd like to automate your marketing and grow your sales,  
call 1-800-335-4254 ext. 1 for a 5-minute discovery session.**

# Thank You Letter Template

«Date»

«Contact.First\_Name» «Contact.Last\_Name»  
«Contact.Address»  
«Contact.City», «Contact.State» «Contact.Zip»

Dear «Contact.First\_Name»,

First of all, I would like to say thank you and congratulate you on your decision to install one of our fine home improvement products. We are confident that, like the rest of our customers, you too will be very glad you did.

We want you to know that even after the work is completed, we want to keep in touch with you. If you ever have any questions, don't hesitate to call. We are here to service you. Periodically, you will receive special notices from us regarding our various programs such as our **Annual Past Customer Appreciation Sale** and our **Customer Referral Program**. Watch for them.

Thanks again for your business and we'll give you a call prior to getting started.

Sincerely,

«Salespersons»

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# Thank You Letter Template

October 17, 2014



Lloyd Abrams  
212 S Indiana Av S  
Mason City, IA 50401

Dear Lloyd,

First of all, I would like to say thank you and congratulate you on your decision to install one of our fine home improvement products. We are confident that, like the rest of our customers, you too will be very glad you did.

We want you to know that even after the work is completed, we want to keep in touch with you. If you ever have any questions, don't hesitate to call. We are here to service you. Periodically, you will receive special notices from us regarding our various programs such as our **Annual Past Customer Appreciation Sale** and our **Customer Referral Program**. Watch for them.

Thanks again for your business and we'll give you a call prior to getting started.

Sincerely,

Tom Jones

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