

Dear Chris,

I wanted to extend a very special thanks to you, your entire kitchen and catering staff. Our company party was a tremendous success and we received many, many compliments on the excellent food and wonderful staff.

Bill was especially helpful prior to the party with the last minute changes requested as far as relocating the bar, changing table arrangements, etc. He was truly a pleasure to work with. Please extend my thanks to Bill, Nicole and your banquet chef for a job very well done.

The most important individuals are those that own my company and actually paid for the function. Those individuals were equally as pleased with everything you did for our event and they continue to receive compliments every day.

We hope to see you again next year. Please feel free to use us as a reference for other companies which might be considering your hotel for a function.

Sincerely,

Robin L. Smith  
Account Executive  
Mail Handling Services, Liberty Envelope and Bindery Express