

March 12, 2011

Company Name
Company Address
Company City State, zip

Dear Valued Client,

We wanted to take the time to share with you that _____ (**fill in name**) is no longer be working with us at (Company Name). Although we are sad as a business to see *her/him* go, we are excited that *he/her* is following *his/her* passion and wish *him/her* the best of luck.

Now, what does that mean for you? We have taken great care in keeping our records accurate; our goal is to continue to service you in the excellent manner that you are accustomed to.

I have reviewed your hair care needs and I am confident _____ or _____ you be able to provide you with exceptional services and continue to take good care of you.

Please except our gift of \$30.00 off your next visit for any inconvenience this might have caused.

We look forward to seeing you and servicing your needs.

Thank you for your continued loyalty.

Owners Name
Company Name
Company Phone Number