

23 March 2016

[Customer name]
[Customer Address]
[Customer suburb]

Hello [Customer first name]

I am writing to let you know that my family and I are moving overseas to pursue new challenges and as such I am closing **Accredited Electrical Limited**. I've enjoyed meeting and working with you over the last 10 or so years, and I feel really blessed with some of the friendships I've made

I really appreciate the work you have given me over the years, and as such I feel it is my duty to ensure that the customers of **Accredited Electrical** are well looked after going forward

I have been in negotiation since late last year with a local company – **Powerex Limited** who I believe have all of the skills and business etiquette needed to look after my customers with the same level of service and care that you have been accustomed to

Powerex has been in business since 2004 and have 10 staff. They undertake the same type of work that I have been doing, and are very skilled and knowledgeable. **Powerex** have systems in place that ensure the concept of good customer service is maintained, and their customers receive good value. I feel very comfortable in the knowledge that my customers (some of whom are very good personal friends) will be well looked after by the team at **Powerex**

You can learn more about **Powerex** and the services they provide by visiting their website <http://www.powerex.co.nz>

Powerex are situated in Petone, but work all over the Wellington region, and having many vans on the road means they are able to provide a very good level of service

You can contact **Powerex** in any of the following ways.....

Powerex office	04 891 0154 (my number 027 4773 556 also rings here) info@powerex.co.nz
Kerry Matthews	027 4453 519 kerry@powerex.co.nz (Managing director)
Ashley Vibert	027 4453 420 ashley@powerex.co.nz (Operations manager and heat pump co-ordinator)
Nat McLeay	027 4453 423 nat@powerex.co.nz (Quotations and Project manager)

Thank you for your continued support over the years, don't hesitate to call **Powerex** when you need the services of a good electrician or heat pump installer – you will be pleasantly surprised at just how helpful they are

Best wishes

Steve Treurnich
Accredited Electrical Limited

PS: this is a message I received from a job **Powerex** recently did for one of my customers, and reinforces my belief that Powerex has what it takes to look after my clients and good friends:

I would like to compliment the young man who did the work – he looked outside the square and spotted a potential problem, plus sorted out all the wires behind the TV – never looked so good in the fifteen years I have been here. Many thanks and will certainly recommend your company to any of my mates needing some electric work done

