

COMPANY  
ADDRESS  
CITY, STATE ZIP  
E-MAIL: NAME@NAME.COM

(XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

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**Instruction:** This is a model letter. Adapt to fit your facts and circumstances.

Date

Name  
Company  
Address Line  
City, State Zip Code

RE: Customer Appreciation with Discount

Dear Name:

At Name of Company we are excited about having you as a loyal customer, and, to show our appreciation, we are offering a % discount on your purchase. Simply contact our customer service department to place your order and your discount will be applied at that time. This offer is good from Date through Date.

Once again, we appreciate your business and thank you for using our services.

Sincerely,