

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

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Announcement of Advance Notice of Out of Business Sale

Dear :

As a valued and faithful customer of Digital Shores, I wanted to inform you in advance that Digital Shores will be closing their doors on Date. We at Digital Shores have enjoyed having you as a customer and helping you in all your electronic purchases. As a highly valued customer of Digital Shores, we will be having a "Going Out of Business" Sale on Date. The store will open an hour earlier than our usual time to allow valued customers, such as you, to shop one last time. All items will be discounted from 40% to 75%.

Please come and partake of these savings.

Sincerely,

N A M E