

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 Catalog Price Reductions

Dear :

We have an exciting announcement to make regarding the Fall 20 Catalog. All items found in the catalog have been reduced by 33%. Only customers who have received the catalog can partake of these savings.

If you have any questions, please do not hesitate to contact customer service.

Sincerely,

N A M E