

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: Preferred Customer Sale

Dear :

To thank you for your years of loyalty as a shopper at A Million Pieces, we invite you to our Preferred Customer Sale on Date. Please accept this invitation as an expression of our gratitude for your years of shopping with A Million Pieces. It has been our pleasure to have you as a customer.

Sincerely,

N A M E