

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: Price Reduction

Dear :

We are pleased to announce a price reduction on all bed and bath related items. We feel that this price reduction will get a very positive response from the consumer. We at Company Name are always attempting to have the most competitive prices for our customer.

Sincerely,

N A M E