

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 Sale

Dear :

On the dates of and , {Company} will be having a huge sale throughout the entire store. Prices will be reduced from 30% to 70%. We are expecting a large response to this sale and expect all employees to put forth their best effort in providing the best customer service.

If there are any questions regarding this sale, please contact me or any of the managers.

Thanking you in advance,

N A M E