

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: Special Discount Offer

Dear :

{Company Name} believes that the customer is not just an individual, but a friend. Every now and then, a friend deserves to be surprised. As a valued friend of {Company Name}, we want to extend to you a special discount offer. Anytime in the month of , when you make a purchase, we will pay for your shipping and handling. Regardless of the quantity order, as our friend, we will take care of the shipping and handling fees.

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

Sincerely,

N A M E