

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: Promotional Letter – Antique Shop

Dear :

If it is not available at your local department store, chances are U-Neek Antique Shop has just what you want. U-Neek specializes in the unique item for the unique person in all of us. U-Neek Antique Shop is dedicated to getting you what you want. Whether you need a thimble for your thimble collecting aunt or feather bed made especially for your beloved cat, U-Neek can get it for you. So when looking for that unique item, think U-Neek.

For the month of July, bring in this letter and receive 15% off any one item. If you have any questions, please do not hesitate to call, e-mail, or visit us.

Sincerely,

N A M E