

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 – Bicycle Shop

Dear :

Bi-Wheels Bicycle Shop is announcing its grand opening for {date}. Bi-Wheels Bicycle Shop has everything your need for cycling. Regardless, if you are a causal rider or training for the Tour De France, Bi-Wheels has the bike for you. Our trained staff is also available to help you with starting and repairs. So please stop by on {date} and celebrate our grand opening with us!

Sincerely,

N A M E