

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 – Boat Shop

Dear :

Afloat Boat Shop has the boat for you. At Afloat, we believe in taking the time to know you. By doing so, we can find the best boat for you and your boating needs. Whether you are looking for a kayak for whitewater rafting or a houseboat for the family, we have just what you need. Our experienced staff can assist you whether you are new to the world of boats or a sea faring captain.

Please stop by to see are latest models.

Sincerely,

N A M E