

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 – Air Conditioning Service

Dear :

Summer is almost here! Summer is a wonderful time of the year that is full of children playing, vacations, and many scorching days and warm nights. Are you ready for the hot days of summer? Kool Day's Air Conditioning Service wants to help YOU get prepared for summer. For a special limited time, we are offering a special service to check and prepare your unit for the summer. So call us today to prepare for the summer.

Sincerely,

N A M E