

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: Welcome Discount for New Enterprise

Dear :

Mouse Pad Online Café will be having its grand opening {date}. In celebration of this occasion, Mouse Pad will be offering a 15% discount on all drinks for the day of {date}. Because we are so excited to be open and serving our customers, we will have a 10% discount on all desserts for the week following our grand opening to show our appreciation.

Sincerely,

N A M E