

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 to New Customer

Dear :

Thank you for choosing {name} as your bagel provider. Here at {name}, we take pride in providing the best bagel. Our recipe is based on a family recipe that has brought chewy, bread goodness to many homes. We have one of the largest selections of bagels in the southeast region. We have just developed a new "low carb" bagel and have included a complimentary half dozen for your testing pleasure.

If you have any questions, please do not hesitate to contact us. Once again thank you for choosing us as your bagel provider. We look forward to working with you.

Sincerely,

N A M E