

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 Customers

Dear Health Conscience Customers:

Live Health Center would like to thank you for becoming a member of our facility. You have made a decision that will change your life for the better. We have enclosed a brochure outlining the opportunities available at Live Health Center. If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E