

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: Thank You for Your Purchase – with Promotional Gift

Dear :

Thank you for your recent purchase of mugs. {Name} appreciates your business. As a token of our appreciation we have included a set of four saucers to complement your mugs.

Sincerely,

N A M E