

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 – Printer for Christmas Cards

Dear :

Do you want your Christmas Cards to be a present all in themselves? Christmas is a very special time of the year. The most magical holiday should have the most memorable cards to announce your greeting of good tidings and cheer. The card you send for Christmas should represent you and your loved ones. A card that represents you cannot be found in drugstore or in a box of 10 cards from a local stationary store. A card that represents you can only be found at Original Printers. At Original Printers, we create a Personalized Christmas card with you in mind.

Stop by today and bring this promotional letter to receive 10% off your personalized Christmas Cards.

Sincerely,

N A M E