

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: Announcement - Pet Sale

Dear :

Do you like cute and cuddly? Have you been looking to add a member to your family without the 9-months and labor? Do you want to be loved unconditionally and avoid arguments? Well, if this is you, you need a pet rabbit. Rabbits make wonderful pets. They are quiet, they don't argue, and they are very cute and cuddly. I am trying to find homes for my litter of Angora bunnies. If you would like to add a new member to your family, contact me.

Sincerely,

N A M E