

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: Invitation to a Product Demonstration

Dear :

Curious, Inc. has just introduced their new light microscopes. With higher magnification, better resolution, and ease of use, these microscopes promise to be better than ever. The Science Shop will be having a demonstration of this new microscope on {date} at {time}. Please come by to enjoy the demonstration and receive a free box of glass slides.

Sincerely,

N A M E