

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Promotional Letter – Medical Lab

Dear :

R & R Medical Lab is here for your medical laboratory needs. We have state of the art equipment, a skilled staff, and the attitude to give you the correct results in the shortest amount of time. We have a very low percentage of mistakes. All our employees placed in the top 10% of their graduating class. So when you need correct results in the least amount of time, call R & R Medical Lab.

Sincerely,

N A M E