

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

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

Re: Promotional Letter – Music School

Dear :

Have you always wanted to play the piccolo? Does your son mimic the guitarist he sees in the video? Does your daughter sing along to the radio? Perhaps, you would like to pursue that life-long dream of becoming a violinist? The Treble School of Music is currently accepting students. We offer classes in every instrument and in every style. Treble School of Music also has an excellent vocal program.

So call to today to schedule your class.

Sincerely,

N A M E