

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		
Address Line		
City, State Zip Code		

Re: Promotional Letter – Moving Company

Dear :

Moving? If so, call Cradle Moving Company. We specialize in moving you in one trip. We are the prompt moving company that specializing in getting it to the new place in the exact same condition that it left the old place. We treat your valuables and keepsakes as if they were ours.

Therefore, if you moving soon, call Cradle Moving Company – The Company that treats your stuff like a baby.

Sincerely,

N A M E