

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

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

Re: Promotional letter – Advertising Art

Dear :

A picture can say a thousand words and first impressions can say even more. We at {name} business. Therefore, we put the best into your advertisement. We have the best-trained and most qualified artists and the best advertising team available. We meet with you to discuss what you want and provide you with the best advertising. We have included a sample of our work.

If you have any questions or would like to set up an appointment, please do not hesitate to contact us.

Sincerely,

N A M E