

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

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

Re: Promotional Letter – Air Freight

Dear :

When you need to get it there NOW, you need ZOOM Air Freight Carriers. ZOOM Air Freight Carriers is one of the fastest airfreight carriers available. We deliver to all fifty states and several other locations throughout the globe. We insure all your items and our state of the art system can locate your package anywhere, at anytime.

If you have any questions or would like to place an order, please do not hesitate to contact us.

Sincerely,

N A M E