

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 – Dry Cleaner Supplies

Dear :

New Clothes Dry Cleaner is here to supply all your dry cleaner needs. We offer the best quality products at the best prices. Our chemical products are efficient and environment friendly. We offer many items to make your business the most efficient Dry Cleaner.

Please contact us if you have any questions or want to place an order.

Sincerely,

N A M E