

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 – Bank Trust Department

Dear :

D&C Bank would like to thank you for choosing us as your financial institution. It has been our pleasure to be able to serve you throughout the years. At D&C Bank we believe in not only being your financial provider, but also your financial consultant. Though it is not pleasant to think of what would happen after you are gone, reality says otherwise. Therefore, we would like to take this moment to mention that it is never too early to prepare for reality. We offer many options in this preparation. We ask you to please look over the enclosed information and contact us if you have any questions.

Sincerely,

N A M E