

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 – Bus Charter

Dear :

{Name of Company} is here to get you and your group where you need to go. We have comfortable, efficient, and safe vehicles to get you and your family, class, or group to the destination of their choice. Our drivers have an excellent driving record and are knowledgeable of the area in which you choose. Sure, flying is faster, but being driven is better.

Please call us today for a free quote.

Sincerely,

N A M E