

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

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

Re: Promotional Letter - Catalogs

Dear :

Catalogs are a great way to showcase your products with the least amount of work for you or your customer. By sending a catalog of your items, your customer can shop in the comfort of their own home. {Name} Catalog Sales specialize in taking your products and putting them into an attractive and user-friendly catalog. We have a highly qualified team that is experienced in graphic art, marketing, and advertising.

Please call us if you have any questions or would like to schedule an appointment.

Sincerely,

N A M E