

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 – Charge Account

Dear :

A charge account is a great option to have in case of an emergency. One never knows when the unexpected will occur. {Name of Company} is offering a wonderful incentive of 0 % APR to all qualified applicants.

We have included an application for your convenience.

Sincerely,

N A M E