

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		
Company		
Address Line		
City, State Zip Code		

Re: Promotional Letter – Business Service

Dear :

{Name} Business Service is in the business of helping you stay in business. {Name} is here to help you start a new business or improve an existing one. We offer many services to assist you with :

- Tax and accounting
- Legal Problems
- Human Resources
- Technology
- Sales
- Marketing
- Advertising

Our services are proven and effective in making your company better. We offer competitive prices and services. Please call if you have any questions or to schedule an appointment

Sincerely,

N A M E