

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 – Direct Mail Service

Dear :

Some may call it junk mail, but for a growing or established company, it's advertising... a very valuable piece of advertising. However, sending large quantities of mail can be time consuming and tedious. Therefore, you need {Name of Company}. {Name of Company} would like to do this task for you. We offer the services you need to design, print, pack, and ship your advertisements to your target customers.

Direct mail service works, it just did. So, call us today to schedule an appointment to broaden your clientele.

Sincerely,

N A M E