

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 Letter – Finance Company

Dear :

{Name of Company} is here to assist you in all your finance needs. Whether you are in need of a credit card or a mortgage, we have a team of experts to assist you in finding the financial plan just for you. We offer a wide variety of options to assist you in getting the credit you need.

Please contact us today to discuss what you need.

Sincerely,

N A M E