

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 – News Service

Dear :

{Name of News Service} is the most efficient provider of news. Our team is quick to get the correct news and deliver it to you in the shortest amount of time. We understand that it is not news, unless you get it from us first.

Please contact us today to make us your news provider.

Sincerely,

N A M E