

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 – School Programs and Services

Dear :

{Name of Company} offers many programs and services to meet the needs of your school. We are able to work with a student body of 50 to 500. Our programs and services have been tested and proven effective in assisting your schools.

We have enclosed a brochure of our programs and services. Please contact us today to discuss the programs and services

Sincerely,

N A M E

Enclosure