

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name	Date	Return address: Company
Address Line		Address Line 1
City, State Zip Code		Address Line 2
		City, State Zip Code

Re: Financial Planning Services – Promotional Letter

Dear :

Do you wonder what the future holds for you after retirement? Well, it is time to stop wondering and start building a strong financial portfolio. At {Company} our financial planning services are what you need in order to build and sustain the security you need for life's future events.

Just call for a free consultation and one of our financial planners will be happy to assist you. We look forward to hearing from you.

Sincerely,

N A M E