

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: Advice- Encourage Your Reader to Take Advantage of a New Opportunity

Dear :

Have you always wanted to be the owner of a new luxury vehicle??? Who doesn't? Well today is your lucky day, because I am going to tell you how you can get your very own luxury vehicle. Oh, but you don't care about cars, that's okay, with my advice you can have anything you want: houses, dream career, even peace of mind. To get all of this and more, you need to just take advantage of one opportunity: yourself. That's right...just take advantage of all your talents and anything and everything can be yours.

Sincerely,

N A M E