

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		
Address Line		
City, State Zip Code		

Re: Advice – Offer a Suggestion to a Customer

Dear :

Thank you for choosing {name of business} for your {product} needs. We are very happy and pleased that you choose as your {product} provider. At {name of company} we like to help our customers in anyway possible. As a concerned retailer, we would like to make the following suggestion concerning { }. {Insert Suggestion, i.e. buy in bulk, order ahead, online, discounts, etc.} We believe that this will greatly save you time and money.

Once again, thank you for choosing {Name}.

Sincerely,

N A M E