

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

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

Re: Announcement of Smoking Cessation Class and Bonus

Dear :

Do you want to stop smoking? It is hard to stop smoking. {Name } is offering a free Smoking Cessation Class to anyone how is tired of smoking and ready to quit. The Class will begin on {date} at {time}. All class meetings will be held at {location}. For all participants that remain smoke free, a bonus of will be received for their achievement.

Please call today to register for the smoking cessation class.

Sincerely,

N A M E