

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

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

Re: Reservation of Tickets

Dear :

We are writing to inform you that tickets for the {name of concert, play, etc} will be available to the public on {date}. You may call and reserve your tickets or stop by {name of place} to pick them up.

Sincerely,

N A M E