

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

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

Re: Announcement of Play

Dear :

The Arts Guild of Yourtown is proud to announce the arrival of the play, *Papercuts*. *Papercuts* is the suspenseful story of one writer's case of writer's block that leads to murder! With a surprising twist, it is one of the best plays of the year. Please call today for times and to reserve your tickets.

Sincerely,

N A M E