

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: Promotional Letter – Baby Sitting Services

Dear :

Cuddle Baby Sitting Services is the premier baby-sitting provider. Our staff at Cuddle are CPR-certified, trained individuals with a knowledgeable background in childcare. We are able to come to your home and take care of your precious bundle of joy at anytime of the day. We are available 24 hours a day and 7 days a week. A sitter is guaranteed to requests made at least 24 hours in advance, but emergency sitters can be provided.

Please contact Cuddle Baby Sitting Services for your baby-sitting need.

Sincerely,

N A M E