

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 – Rental of Beach Homes

Dear :

Do you want a vacation with all the comforts of being at home? Do you want the waves to sing you a lullaby? Do you want to wake to the beauty of the sun rising over the ocean? Then you need to rent a beautiful beach home. {Name of company} is the premier Beach Home Rental Company in the area. Our homes are equipped with the most up-to-date appliances and all the comforts of the most modern home. Our homes are available on the beach – step off the porch and onto the sand. You can rent them for a day or for a season. Contact us today to reserve your spot on the beach.

Sincerely,

N A M E