

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 – Daycare Services (Professional)

Dear :

{Name} believes in nurturing your child’s physical and mental health. We offer a safe and fun environment for your child. We care for children ages{name age range}. Please call today for hours and prices.

Sincerely,

N A M E