

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

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

Re: Promotional Letter – Editing Services

Dear :

Does “I” come before “E” after “C”? Do I use “who” or “whom”? Is this paper concise and correct? If you have any of these concerns, contact **Verbum Editing**. We are a professional staff that is experienced in business, medical, legal, and academic editing. At **Verbum Editing**, we are more than available to edit a letter or a dissertation. Our fees are competitive and our goal is perfection.

Sincerely,

N A M E