

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 –Styling Salon

Dear :

Beautiful Styling Salon wants you to feel beautiful. We offer styling services for every member of the family. Whether you need a hair trim or completely new look, we offer every service to make you beautiful. Our state of the art equipment combined with our trained stylists makes Beautiful Styling Salon the best.

Call today to schedule an appointment.

Sincerely,

N A M E