

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 - Spa

Dear :

You deserve it—A Rilassare Spa Moment. Rilassare is the premier spa. Our goal at Rilassare is to have you feeling as though you have just been reborn. Our staff can massage your worries away, seaweed wrap you to a new skin, and leave you feeling superb. Every guest is guaranteed to leave satisfied.

Call today to schedule your appointment. Relaxation is awaiting you.

Sincerely,

N A M E