

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: Retail – Bring Letter for a free Gift (Promotional letter)

Dear :

To thank you for being such a great customer, we would like to show our appreciation by giving your something. Please bring this letter to customer service to receive a free gift.

Sincerely,

N A M E