

[Your Company Logo]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]
[Customer Name]
[Customer Address Line 1]
[Customer Address Line 2]
[City, State, ZIP Code]
Dear [Customer Name],
[Opening paragraph: Introduce the purpose of the letter and any relevant information or offers.]
[Body paragraph: Provide additional details about the product/service, benefits, or upcoming events that may interest the customer.]
[Closing paragraph: Encourage the customer to take action, such as visiting your website, contacting you for more information, or taking advantage of a special offer.]
Thank you for being a valued customer. We look forward to serving you!
Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]
[Optional: Company Website URL]
[Return Address: This should be positioned in a way that fits the double-window envelope]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]