

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce a special promotion that we believe will benefit you greatly!

Starting from [Start Date] to [End Date], we are offering [describe the promotion, e.g., "20% off on all products," "buy one get one free," etc.]. This exclusive offer is our way of saying thank you for being a valued customer.

To take advantage of this promotion, simply [explain how they can participate, e.g., "use the promo code SPECIAL20 at checkout" or "visit our store and mention this letter"].

Don't miss out! This promotion is only available for a limited time and we encourage you to share it with your friends and family.

If you have any questions, please feel free to contact us at [contact information].

Thank you for your continued support!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Website]