

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce our exclusive promotion just for you! As a valued customer, we wanted you to be among the first to know about our [specific promotion details, e.g., "30% off on your next purchase"]. This special offer is available from [start date] to [end date]. Simply use the code [PROMO CODE] at checkout to redeem your discount. Thank you for being a part of our community. We appreciate your loyalty and look forward to serving you again soon!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]