

## **Preferred Customer Sale Announcement Letter**

**This package contains:**

1. Instructions & Checklist for a Preferred Customer Sale Announcement Letter
2. Preferred Customer Sale Announcement Letter

## Instructions & Checklist for Preferred Customer Sale Announcement Letter

- This package contains (1) Instructions & Checklist for Preferred Customer Sale Announcement Letter; and (2) Preferred Customer Sale Announcement Letter;
  
- This form is designed to assist you in drafting a letter for when you wish to announce a special sale for your preferred customers.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for doing business with [Company Name].

As a valued customer, I am pleased to share with you an exciting sale we have scheduled. This exclusive event is only for our preferred customers. During the sale, you will have access to special pricing that will not be repeated for our other customers or the general public.

The sale runs from [Dates of Sale]. Don't miss out on this fabulous opportunity to purchase [Type of Product Sold] at rock bottom prices. We promise you won't be disappointed!

We look forward to serving you!

Sincerely,

[Your Name]  
[Title]