(Enter Date)

[BuyerFirstName] [BuyerLastName]

[BuyerAddress]

[BuyerCity], [BuyerProvince]

[BuyerPostalCode]

Dear [BuyerFirstName]:

(Company Name) values your patronage. We are sending out this letter to inform you that (Company Name) is offering you 20% off your next purchase or a friend’s next purchase when you refer a friend.

When you make your next purchase or when your friend makes their next purchase, please use this code and we’ll be sure to apply the 20% discount.

Visit our website at (Company Website) for details on upcoming sales and inventory available.

Hoping to see you again soon!

(Your Name, Group Members)

Managers, (Company Name)