

Inside Office

16 Upper grand St. Overtown, Cambridge
Ph (05) 555 2575 Fax (05) 555 2574

«Medium Date»

«Company name»
«whole address»

Attn «person whole name»

Dear «First name»,

Great news, due to our high volume of sales over the last few months, we have reduced our pricing for the «town» market.

With these new changes we feel that «my company» will be better able to help you increase your monthly turnover and profit margin.

Please find enclosed a copy of our great new price list.

If you have any queries regarding these exciting new changes or any other matters please do not hesitate to contact me.

Your Sincerely

«salesperson responsible»
«My Job title»