Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

We would like to extend our appreciation and gratitude toward you for being a loyal customer of our stationery supplies.

In the presence of numerous companies, you always choose ABC limited and show your trust in our products’ quality and price. To acknowledge your loyalty and your value to us, we are offering you 25% off on your next purchase.

We hope to have a continued relationship with you so that we can serve you in the future as well.

With thanks,

Name Here

Your Title