[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear ‘Name of Client’,

We at JS are very proud to announce the successful launch of kids wears in our clothing line. Now we will not only devise clothing which best suits women but also kids. Our much too different clothes will cater to the needs of children aged 7-16 years old. Our exquisite designs will certainly please you and you will go for no other options.

We are offering a discount of 20% for our valued customers. We promise to deliver you the best.

Please feel free to contact us in case of any queries.

Sincerely,

[Your Name]

[Title]

Enclosure