[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear ‘Name of Client’,

The wait is over! Yes, we take pride in announcing the launch of ladies’ handbags in our product line. Now ladies can easily get a bag matched with their clothing from our latest collection of bags. Promising for value-added services; we have introduced a variety of casual bags for ladies which would add a lot more value to their clothes. Moreover, we are offering a discount of 15% if you purchase a bag with a suit.

For more information see the attached pamphlet or visit your nearby store.

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

Sincerely,

[Your Name]

[Title]

Enclosure