TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter for Declaration of Special Discount Offer

Dear Sir/Madam,

This is to be declared from our fifteen percent Special Discount Offer that we are making on all orders for the following items for the month of **[month name]** only:

List of products and items name:

* **[Product name price with discount rate]**
* **[Product name price with discount rate]**

This fifteen percent discount can be obtained on any order set for delivery from **[date]** through **[date]** and is our technique of saying thank you for being such a valued client.

We hope you will take advantage of this offer and will send us your investment in order as earlier time. We are looking forward to hearing from you. Thank You,

Faithfully yours,

**[Name]**

**[Signature]**

**[Company name]**