

LETTER OF ANNOUNCEMENT

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Introduction

The letter of announcement will be referred to the upcoming customers, client contacts, existing customers to make them aware of some offers and schemes that can help them to make big savings. This would entitle the purpose of offering exciting offers in a money-spinning sense. These letters are written to the customers so that they can make good profits.

Letter of Announcement Tips

Some tips to write a good letter of announcement

- Write briefly about the offers and the schemes; write what benefit the reader is going to get from the schemes.
- Write the period in which the offer is valid. This will help the customer to avail the offer.
- Use positive tone. Ask for a positive reply. Use attractive language so that it can grab the attention of the readers towards the offers and discounts.
- Write that the reader is very valued customer and hence you are writing this letter.

Sample Letter of Announcement

From

Date

To

Subject – sample announcement letter

Dear Sir/ Madam

We feel very good to announce various schemes and offers for our honoured customers like you. We have arranged special festive season cent per cent discount & concessions for all the orders for new and old range of products. Kindly note that this is not stock clearance offers but we will present you with fresh stock. The offers are Diwali special and hence they are for limited period of 01.11.2013 to 15.11.2013. We suggest you to place your order between these periods so that you can avail such offer and make profit. Moreover, for a limited period, we are reducing the prices for all items in our catalog. Hence you are requested to take advantage of the same. You can order for larger quantities or heavy consignments so that you can make good profits. Waiting for a huge response from your side. Hope to see you soon in regard to this.

Yours Sincerely,

Thanking You.

Name

Letter of Announcement Template

From

Date

To

Subject: _____(mention the purpose)

Dear _____(Sir/madam)

I am _____ (name) writing this letter to you to declare the schemes and offers on behalf of our company that is _____ (name of the company) .On this Diwali we have declared festive season offers. If you place an order between ____ to ____ (mention the period) then you can avail these offers.

We will also regular products prices in this time period. So if you want to gain huge profits then you can place big orders in this period of time. You can also buy larger quantities. These offers for all our important customers and you are one of them. Hence you are requested to be benefited by these offers.

Yours Sincerely,

Thanking You.

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