From,

Mr. Shirish Kumar,

Sales & Marketing Manager,

Singh’s Gift Shop,

Pant Nagar,

Delhi-587738.

Date: 17th February 2017.

To,

Ms. Bhaskar Rao,

Lakshmi Villa,

Pant Nagar.

Delhi-587738.

Subject: Holiday Sales Letter.

Dear Mr. Rao,

Wish you great winter and merry Christmas. During the Christmas eve, we are offering a huge discount of 40% to our loyal customers. All you have to do is to purchase a coupon from us and provide the code written on it to us. We are also giving out free coupons worth 200 Rupees with every purchase you made. This is the best offer we are willing to grant. This is one of those rare chances which you need to grab without fail and it is a limited period offer!

Contact us at the toll-free order line 1-800-462-2599 and ask what you want. Thanks again for being our customer. Once again, best wishes to you and your family for the upcoming year!

Yours sincerely,

Shirish Kumar

Sales & Marketing Manager