From,

\_\_\_\_\_

\_\_\_\_\_\_(name of sender)

Date:\_\_\_\_(date on which letter is written)

To,

\_\_\_\_\_

\_\_\_\_\_(name of receiver)

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respected Sir,

This letter is written for the purpose of informing you that our company is organizing an event in which all our products will be sold to the customers at a discounted price. The sale will contain products such as \_\_\_\_\_\_\_\_\_ (name on the products in sale).

The event will be organized in \_\_\_\_\_\_ (name of the venue) and the date of the event will be from \_\_\_\_\_\_\_ (the date of the event). The timing within which the customers can visit the event is from \_\_\_\_\_ (opening timing) to \_\_\_\_\_\_ (closing timing.). We would be very much obliged if we get your precious visit in our event because you visit will make the sale even more successful.

Thanking You,  
Yours truly,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Name and Signature)