**~~Sales Letter Format~~**

* Please remove strikethrough words with appropriate words.

**[~~Write Recipient Name Here~~]**[~~Address~~]

Date: 00 Month, 0000

**SUBJECT: [~~WRITE YOUR SUBJECT HERE~~]**  
  
Pleasant Day Sir/Madam,  
  
We value our valued customers like you Mr./Mrs. [~~Write customer name here~~] and hope you feel the same about us. There is no greater compliment than to receive a referral from satisfied client like [~~Write customer name here~~] and we would like to thank you.  
  
Our [~~Write referral program~~] was designed to reward our loyal customers like you Mr./ Mrs. [~~Write customer name~~] for passing on the names of acquaintances who might [~~Write manner of use~~]. For each referral which turns into a sale, we will [~~Write detail about reward]~~.

Here are following terms and conditions for this [~~Referral program~~]

[~~Write terms and conditions here~~]  
  
We hope to hear from you soon. Thanks!

Best Regards,

**[~~Write your name here~~]**

[~~Signature Here~~]

[~~Title:~~]