

[Your Name]
[Street Address]
[City, ST ZIP Code]

[Current Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

Thank you for renewing your single membership with the [Business Name]. In order to show our appreciation, we have some great news for you.

You now qualify for a special discount on a family membership. Sign up the rest of your family for one year and the first two months are free for them. The details of this special offer are explained in the enclosed brochure.

If you have any questions, give me a call.

Sincerely,

[Your Name]
[Title]

Enclosure