**Mẫu số 1**

Businessman

**ANNOUNCEMENT OF PROMOTION PROGRAM**

(Name of promotion program)

Dear Customer.

1. Promotion purpose:.....

2. Area (scope) of promotion: …………

3. Promotion form: …………

4. Promotion period: …………

5. Goods and services used for promotion: ….

6. Promotional goods and services: …………

7. Customers of the promotion program (who are eligible for the promotion): …………

8. Prize structure: …………

9. Total value of goods and services used for promotion: …

10. Details of the promotion: …………

**Mẫu số 2**

......., year

Contact Nam:..........

Address:.......

City/Province:...........

Zip/Postal Code:.......

**OBJECT: NEW DISCOUNT OFFER**

Name [CONTACT NAME]

It is not everyday that we are able to offer our clients some substantial rebates. That's why I am extremely pleased to inform you about our [%] Special Discount Offer  we are making on all orders for the following items for the month of [MONTH] only:

[ITEMS]

Please note that this [%] discount is available on any set for delivery from [DATE] through [DATE]. It is our way to thank you for being such a valued customer.

We hope you will take advantage of this offer and will send us your purchase order today. Should you have any question, please do not hesitate to contact me.

Sincerely,

YOUR NAME

YOUR TITLE

YOUR PHONE NUMBER

EMAIL

YOUR COMPANY NAME

YOUR COMPLETE ADDRESS

Tel: [YOUR PHONE NUMBER]/ Fax: [ YOUR FAX NUMBER]

[YOUR WEBSITE ADDRESS].