[DATE]

Contact Name

Address

Address2

Town/City

County/Province

Postal Code

**RE: THE REDUCTION OF PRICE.**

Dear [CLIENT NAME]

We rarely get a chance to offer our clients price reductions. We are pleased to announce that we will finally be reducing our prices.

For a limited period, we will be reducing prices on a few select items. Please review the attached catalogue to find the items of reduced price.

Take advantage of these discounts as they are only for a limited time [DATE]. If you wish to order bulk quantities, please call us. We can then agree on mutually acceptable terms and conditions.

We appreciate your business and hope to serve you for many years in the future.

We look forward to hearing from you soon to place an order.

Kind regards,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]