[DATE]

Contact Name

Address

Address2

City,

Province

Postal Code

**RE: NOW IS A GOOD TIME TO REORDER**

Dear [CONTACT NAME],

Back in [MONTH, YEAR], you ordered [PRODUCTS] from [YOUR COMPANY NAME]. We appreciate your business and are writing to invite you to reorder stock before your inventory is low.

All the information to reorder is attached to the purchase order included with this letter. You can confirm the information, make adjustments in quantity if necessary, add new products. Scan and email the order to us, at [EMAIL ADDRESS] or call us toll-free at [NUMBER] and we’ll take care of the rest.

As a loyal customer, we greatly value your recognition for our quality products and 100% Satisfaction Guarantee. This extended guarantee – along with our new, faster, order turn around time – separates us from any other competitor!

Thank you for your continued confidence in [YOUR COMPANY NAME].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

NEWSFLASH Save [%]! Return your order within [NUMBER] days from the date of this letter and quote code [CODE NUMBER] to receive your discount. Many thanks again for your business.