

Example of letter to customers on the range of services offered by the business e...

[Business](#), [Company](#)



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(Author note)

Letter to customer

Cordelia's Enterprise

DaCosta Drive

12 Main Street

Oregon MD

Our valued customers

The Management of Cordelia's would like to convey to you our thanks and appreciation for your business over the past year. We are also pleased to announce to you the opening of our new store, Cordelia's Enterprise. We have opened this store in order to serve you better. Each time that someone comes into the store and ask for an item that we do not have, we make a note of those items. Now we are so happy that you can purchase all your household items, appliances, gardening tools, bedding, cosmetics and toys under one roof. And guess what! We have a shoe department and a snack counter. We are in a more spacious location and we have convenient and secured parking.

We still have our clothing department. Dress suits for the men and boys, pretty dresses for the girls and genuine faux leather handbags and more for the ladies. Our dressing rooms are more spacious and comfortable and our efficient and friendly staff is always ready to assist. Our fashion designer and consultant can be reached for advice on what to wear on any occasion. Our prices are the best and we will be having our open day event on June 10 where we will be offering up to 20% discount.

We have stocked some items that we know are a favorite of the housewife. You will find these very efficient and of great value. These items will save you time, money and you will be satisfied. Come in today and purchase any kitchen and household appliance with a chance of winning your purchase free. Personalized services and discount privileges will be offered to you. We also have a maintenance department that will take care of all your repair needs.

Our showroom is the biggest in this region. You can browse at your leisure and shop from our catalog. Choose from a selection of oriental, hand woven-rugs, specially designed furniture and beautiful home decorations. You can also shop by phone or by mail. Your order will be delivered to you at the quickest possible time. Our bedding is out of this world. We have comforters in all sizes and color to fit the décor of your room.

We are glad that you are allowing us to continue to take care of you this year. It is our hope that our business relationship will continue to grow and prosper. Please feel free to come into our store whenever you need anything. Our opening hours have been extended to accommodate your schedule. We are open six days per week between the hours of 8: 30 am to 6: 00pm. We

have also added a tool free line. Call us at any time convenient to you we will be happy to assist you.

Clive Ogden

Manager