[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**Object: PLEASE ACCEPT OUR DISCOUNT**

Dear [CLIENT NAME],

Please accept our congratulations for your success in starting [COMPANY NAME]. The reason for writing to you is to welcome and familiarise you with our [PRODUCT/SERVICE].  
  
We provide our [PRODUCT/SERVICE] to many companies in your area. We are happy to arrange to have one of our sales representatives call you when it suits you if you are interested in our services.  
  
As a way of welcoming you, we have enclosed a certificate which entitles you to a [%] discount on your first order placed with our [COMPANY NAME].  
  
We look forward to seeing you.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]