[DATE]

Contact Name

Address

Address2

Town/City

County /Province

Postal Code

**RE: OFFER FOR NEW DISCOUNT**

Dear [CLIENT NAME]

There are very few occasions that we give our clients significant rebates. That is why we are pleased to be able to inform you about our new [%] Special Discount Offer. We will be making this Discount Offer available on all orders for the following items [ SPECIFY] for the month of [MONTH] only:

[SPECIFY ITEMS]

Please take note that [%] discount is only available on orders set for delivery from [DATE] through [DATE]. The rebate is our way of thanking you for being such a great client.

We hope you take advantage of our offer and look forward to your order.

Please contact me if you have any queries.

Kind regards,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]