



27 May 2011

Mr. [Name], [Address]

1234 Main Street
City, State, Zip
Phone Number

Dear Mr. [Name]:

Re: [Project Name]

We are pleased to announce the start of our [Project Name] program. This program is designed to [purpose of program].

The program will provide [benefits of program]. We are committed to [commitment of program].

Our [Project Name] program is a [description of program]. We are committed to [commitment of program].

We are pleased to announce the start of our [Project Name] program. This program is designed to [purpose of program].

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

We look forward to your participation.

[Signature]
[Name]
[Title]