Mr. Allan Simms

Sales Manager

Great Kitchenware, Inc.

December 2, 2010

Ms. Sylvia Bean

North Tryon Street  
Charlotte, North Carolina 28222

Dear Ms. Bean,

Warm greetings!

This holiday season, our company hopes to make your Christmas celebration merrier.  We are happy to announce that we have created a special product this Christmas, a ten-piece set of dinnerware in three designs featuring the season’s colors and symbols.  The dinnerware can make your dining set-up more festive and make your Christmas dinner more enjoyable.  The dinnerware would also be a great gift to your beloved friends and neighbors.

As one of our loyal customers, you may avail of this special offer at a discounted price.  If you purchase an additional set as a gift, we will also wrap it for you for free.  This product is available only this December until supplies last.  Come and visit our branch nearest you for this wonderful new product.  
Have a merry Christmas and a prosperous new year!

Warm regards,

Allan Simms