

Business Email

Subject: New Offer on Office Furniture

Dear Mr. Miller,

As your business associate, it gives me great pleasure in informing you about the new offer we are giving on the Latest Office Furniture Series.

As our customer of many years, you can avail of this offer at a Special Discount of 20%. This offer is only valid for special customers like you and not across the board.

It gives us great pleasure to inform you that this latest series has been designed by our team keeping in mind comfort, style, and durability.

We request you to kindly order at the earliest, so that you can avail of the fabulous discount and also get an additional special gift from us.

Thanking You,

Sincerely,

Joseph Hunt

General Manager

Great Furniture Company

New Hampshire