

## **Newsletters /Circulars**

### **Attract attention**

1. Are you looking for a/an...?
2. Are you tired of the same/usual...?
3. Are your clients tired of/bored of/fed up with...?
4. Would you like to celebrate a special event with an unforgettable experience?
5. Would you like to spend...?
6. Have you ever wished/wanted to visit/try...?/ Have you ever wished you could visit.../ This is your chance!
7. We are writing to let you know...
8. We are glad/ pleased to be able to offer you...
9. Are you tired of the same holidays? Enjoy/Appreciate (Experience) a holiday in ...!
10. Would you like something really original to offer?

### **Describe the Company**

11. We have been promoting...for a long time.
12. We have been specialised in... for a long time/since 2000.
13. We have been working in this field for/since...
14. We have been tour operators in the field of...for more than/over 30 years.
15. Our destinations include...
16. Our catalogue offers a wide range of...
17. We are a well-known travel agency...
18. We have been operating in this field for/since...

### **Give Details about Services, Products, Prices. ..**

19. We would like to draw your attention to the fact that...
20. You will be surprised by...
21. We are sure you will appreciate ...
22. The package costs...per person.
23. Please find attached/enclosed a brochure showing all details.
24. Please find attached/enclosed a brochure illustrating...
25. We attach/enclose/ are attaching/enclosing our latest catalogue, where you will find our prices.
26. We suggest you take advantage of our offer.
27. We suggest you book in advance.
28. Our offer is valid for orders passed/placed within /by...
29. Take advantage of our offer!
30. We are glad to inform you our prices are competitive/reasonable.
31. We are glad/ pleased to offer you.../We offer our clients a 20% discount.
32. As you can see, our prices are...
33. This offer is available until...
34. Book now and appreciate our special discounts!
35. Remember! Don't delay!/Hurry up!

### **Closing/contacts**

36. For further information concerning/about our prices, please visit our website at ... or contact us on ...
37. In order to book...please fill in the form attached and send it to us by email/contact us.
38. For further information, please do not hesitate to contact us/visit our website.
39. We look forward to hearing from you.

40. We look forward to receiving your reply.

41. Yours faithfully/Best Regards.