

SUMMER LETTER

To: _____

From: _____

Subject:

Summer Season Greetings and Important Information

Dear Valued Customer,

We at [Company Name] hope this letter finds you well and enjoying the warmth and joy of the summer season. In this letter, we would like to extend our sincerest gratitude for your continued trust and partnership.

Important Updates:

Please be advised of the following important information relevant to your account and our summer services:

1. Summer Hours of Operation

Our offices will operate on summer hours from 9:00 AM to 4:00 PM, Monday through Friday. We encourage you to plan your requests and communications accordingly to ensure timely assistance.

2. Seasonal Promotions

We are pleased to announce exclusive summer promotions available to our loyal customers. Please contact your account representative or visit our website to learn more about these offers.

3. Service Reminders

To maintain optimal service quality during the busy summer period, we recommend scheduling any maintenance or service appointments well in advance.

4. Contact Information

Should you require immediate assistance during non-business hours, please use our emergency contact hotline at [Emergency Phone Number]. For general inquiries, email us at [support@company.com].

Legal Notice:

This letter and any attachments are confidential and intended solely for the addressee. If you received this in error, please notify us immediately and delete the message. By continuing to engage with our services, you agree to our terms and conditions as outlined in your service agreement. This communication does not constitute a binding agreement or offer unless explicitly stated.

Closing Remarks:

We appreciate the opportunity to serve you and look forward to a successful summer season together. Should you have any questions or require further information, do not hesitate to reach out.

Sincerely,

[Your Name] [Your Title] [Company Name] [Company Address] [Company Phone Number] [Company Email]

Sender's Signature

Recipient's Acknowledgement

Signature: _____

Signature: _____

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