

LETTER TO ADVERTISER 1



SCHOOL NAME
YEARBOOK NAME
ADDRESS
TELEPHONE

DATE

NAME OF ADVERTISER
BUSINESS ADDRESS

Dear Yearbook Supporter

Thank you for patronizing our yearbook. As you well know, the high school yearbook provides years of enjoyment for the students and community. Your advertising dollars have helped us preserve the highlights and events of our year.

It is now time for us to meet the financial obligations of producing our yearbook. You purchased a size _____ ad for \$_____.

We would appreciate your prompt payment so we may include your ad in our book.

Thanks again for your support.

Sincerely

BUSINESS MANAGER

