

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Flash Sale: Exclusive Local Savings for [Neighborhood/City Name]

Dear [Recipient Name],

We are excited to announce a quick turnaround sale exclusively for our local neighbors! For the next [Number] hours, we are offering significant discounts on our most popular products and services.

Sale Details:

- **Offer:** [e.g., 30% Off All Inventory]
- **Starts:** [Start Date/Time]
- **Ends:** [End Date/Time]
- **Location:** [Store Address or Website URL]

Because this is a short-term event, inventory is limited and items will be sold on a first-come, first-served basis. Simply show this letter or use code **[PROMO CODE]** at checkout to claim your discount.

Don't miss out on these local savings. We look forward to seeing you soon!

Best regards,

[Your Name/Signature]
[Your Title]
[Phone Number]
[Website]