

Current Date

Mr. Randy Smith  
3487 South Lake Dr.  
Cleveland, OH 44109

Dear Mr. Smith

Professional Business Associates appreciates your loyalty as a customer for so many years. As a valued customer, we would like to take this opportunity to reward you with a vacation package to a destination of your choice.

Listed below are the years that we will reward a vacation to and the vacation destinations of choice based on the years of customer loyalty you have given PBA.

<b>Customer Years to PBA</b>	<b>Vacation Destination</b>
25 Years	Hawaii or Puerto Rico
20 Years	Costa Rica or Virgin Islands
15 years	Jamaica or Caribbean
10 years	Mexico or Alaska

We will be holding a customer appreciation reception in your honor on Saturday, June 1, 2019, at Professional Business Associates, 5454 Cleveland Avenue, Columbus, OH 43231-4021. You will receive your travel voucher with Sunrise Travel Agency and an informal presentation on the travel destination you have been awarded.

If you have any questions, please contact me at 614-895-7277.

Sincerely

Roger Meyer  
Marketing Department

XX-XXXX-XXXX

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Job 3