

# ABC Health Studio

567 South Street | Anytown, CA 92861 | 714-555-555

[www.ABCHealthStudio.com](http://www.ABCHealthStudio.com)

January 16, 2020

Ms. Mary Davis  
Vice President Human Resources  
XYZ Corporation, Inc.  
123 Main Street  
Anytown, CA 92861

Dear Ms. Davis,

Please allow this letter to serve as an introduction and **"open invitation."**

As owner of ABC Health Studio for more than 10 years, I've been dedicated to the health and fitness of our community. Recently, we introduced a healthy lifestyle educational outreach program.

Part of the program is a 12-chapter **"online course"** specifically designed for consumers interested in learning more their health. It explains, in easy-to-understand lay terms, how the human body benefits from proper nutrition and productive exercise. The self-guided course is called **"Onboard-101"** -- and we've made it **complimentary** with **"open enrollment."**

I've taken the liberty to pre-enroll you -- in hopes that you'll review the content on behalf of XYZ Corporation's employees and staff. Just visit our website and click on the **"Onboard-101"** icon located on the right navigation bar. Your login is:

User Name: **m.davis@xyzcorporation.com**

Password: **davis1**

If, after your review, you feel that **Onboard-101** would benefit your employees, please feel free to take advantage of this opportunity. Employees can self-enroll and self-guide through the entire program - for free. There is no obligation. It is simply our way of giving back to the community we serve.

I sincerely hope XYZ Corporation finds this information valuable and takes advantage of this unique opportunity. If you have any questions, please feel free to contact me. My direct line is 555-555-5555 or email: [bob@abchealthstudio.com](mailto:bob@abchealthstudio.com).

Sincerely,

Bob Jones, (certifications)  
Owner