(Place Date Here)

(Place Name Here)

(Place Greeting Here),

I am writing to thank the Third Base Baseball Company for moving their facilities closer to National League City’s Short Stop Avenue district. All of the great fans here at the National League City Chamber of Commerce are proud to have this wonderful and tradition-rich organization join our vibrant community. After speaking with Governor Foul-tip, we would like to formally invite you to our annual Grand Slam Gala taking place this Tuesday afternoon at Home Plate Mansion on Dugout Lane. If you need directions please contact our main information office where any of our trained umpires will be glad to assist you. Of course, cold beverages and hot dogs will be served at the Gala and you may be asked to pose for a photo or two with our beloved town mascot.

Again, we are very pleased to have the Third Base Baseball Company as a new neighbor and look forward to seeing you on Tuesday.

Sincerely,

Homer Un,

General Manager

National League City Chamber of Commerce