

Expanding Our Retail Services with Bilingual Support

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are excited to announce that [Your Company Name] is expanding our retail services to better serve our diverse community. In response to the growing need for bilingual support, we are implementing additional resources to accommodate our customers who prefer assistance in both [Language 1] and [Language 2].

Starting [Effective Date], our team will include bilingual staff members who are trained to provide exceptional service to all our customers. We believe that this initiative will enhance your shopping experience and ensure that all your needs are met efficiently.

Thank you for your continued support. We are committed to making [Your Company Name] a welcoming place for everyone.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]