

From:

_____ (Name of the writer and company with address)

To:

_____ (Name, designation and company of recipient)

Date _____

Dear Sir/Madam,

I would like to introduce our _____ (introduces your company). We are in the business _____ (mention your business field and year of experience). We are glad to inform you about the good quality and reputation of our products. It will be our pleasure to provide you products that meet your needs at reasonable prices.

Our new launch is _____ (introduce new product and quote the price). It carries _____ (mention the features). You will get the best deal in the market with us.

We are expecting a positive response. For further details and demonstrations, please feel free to contact our customer relationship manager at _____ (email address or phone number).

Thanking You.

Sincerely,

_____ (name of the sender and his company)