

FORMAL EMAIL TO A PROSPECTIVE CLIENT

Pascale Patton (Sender's Name)
399 4275 Amet Street (Address and Organization's Name)
West Allis NC 36734
(676) 334-2174 (Contact)

19-06-2019

Nasim Strong (Receiver's Name)
Ap #630-3889 Nulla. Street (Address)
Watervliet Oklahoma 70863

Subject: (-----)

Dear Sir/Ma'am
[Subject Line]: In response to your query about our Product XYZ

[Content]:

Dear Mr. Wright,
We at ABC International would like to thank you for your interest in our product line.
I am Shane, the sales representative of the Western Region for Product XYZ. Let me take this opportunity to introduce you to some of the salient features of XYZ.

Salient Feature 1
Salient Feature 2
Salient Feature 3

I am attaching herewith a few customer testimonials on XYZ for your ready reference. We would like to take this discussion forward and give you a full demonstration of the capabilities of XYZ. Do let us know a convenient time as per your schedule and we can plan for the same.

Looking forward to your response.

[Sender's Signature]:
Shane W.
Sales Representative, Western Region,
ABC International
Ph – xxxxxxxxxx

