

Marketing Letters to Potential Clients

From,
Sender's name
Organization name
Designation
Contact details
Email details

Date – DD/MM/YYYY

To,
Receiver's name
Organization
Designation
Contact details
Email details

Subject: -----

Dear -----,

Hi! Hope you are doing great.

I ----- (mention your name) working as ----- with -----
wouldlike to connect with you to discuss the ----- (mention the future
possibilities).

We have been in the industry since ----- and have proven our expertise in -----
----- which makes us one of the choices for the ----- (mention
about the industry choice). Our product/service has many benefits including -----
----- (mention about the benefits).

We would like you to consider our proposal and give us your feedback/thoughts on
the same. You can contact us anytime for any clarification or query.

Yours truly,

Your name

