

Sample marketing letter to get clients

Name of the sender

Organization name

Designation

Contact details

Email details

Date – DD/MM/YYYY

Name of the receiver

Organization name

Designation

Contact details

Email details

Subject: -----

Dear -----,

Hope you are doing well.

I ----- (mention your name) working as ----- (mention work designation) with ----- (mention company name) located at ----- (mention the location) would like to connect with you over the discussion of ----- (mention about the product/service).

We are in the same industry ----- and would like you to know about the multiple possibilities that are listed with the introduction of ----- (mention the benefits of products/services). It is created to ----- (mention the benefits) as we are aware of the problems faced by the companies in the industry ----- (mention some of the problems).

The ----- product/service is designed to bring a positive change to the daily work schedule and dealings. We would like you to know more about the ----- and how it can be of use in the daily schedule and routine.

In case of any further query or clarification please feel free to call or email us at the mentioned details.

Yours truly,
Your name

