TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of sale for launch of new product

Dear madam/sir,

This letter is to inform **[mention the name of the organization or agency]** that I **[mention your name]** from **[mention the place where you are staying]** would like to sell for our new launch product.

Along with a few business partners, I have launched a new product and would like to sale for it. I have been working on my new product for a long, and now with my partner’s help, I am finally ready with my new product.

So, I would like to launch my new product for sale and for this I need your help to advertise our products in your local newspaper.

So that people can get aware of my new launch product. This will be a great help if you consider my letter for sale of my new launch product.

For any further information or queries, you can reach me at **[mention phone number]** or through an email **[mention email address]**.

Thanking you

Sincerely

**[Name of the sender]**