TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Marketing Letter

Dear Ma’am,

I have enough experience as a sales and marketing executive. I have deep knowledge on establishing customer satisfaction as well as generating sales plans. My experience makes me a perfect candidate as a sales manager for your firm. I have enough skills that will make your business increase regarding sales as well as satisfy your customers.

Throughout my career, I have learned that one successful sale is a part of a bigger mission of maintaining a good position in the industry. I can bring quality work performance and transform it into your company’s growth. I have attached my resume for your perusal. I hope I will be given a chance for an interview with you.

Truly Yours,

**[Signature]**

Jennie White