TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Sales letter for new product

Dear Ms. Mary Holmes,

Our company is very happy to announce the launch of our new diet product “Multigrain Cookies” with great pleasure to you.

It is one of the healthiest cookies in the market which have been made using a combination of grains which are easy to digest and also very nutritious. We have come with a formulation which contains wheat flour along with oats, buckwheat, flax and millet. This makes them a healthy combination. These cookies are priced at very low cost so that you can easy make them a part of your lifestyle over those unhealthy biscuits in the market.

It is humble request to you to please try these amazing cookies which are not just nutritious but are also very delicious. We are sure that you are going to love the taste of these wonderful cookies. Our senior sale men will be ready to keep in touch with you to help you know more about our new product.

Thanking You

Sincerely,

Robin Samson