TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Marketing Letter

Dear friend,

I am very happy and excited to tell you that I am starting a new business next month. I am opening a**[[business type]** , **[name]** on **[address]** on the **[date]**. You can purchase good quality **[mention products]**.

I stock only the best brands so that discerning customers like you can have the satisfaction of quality.

The Chief Guest for the inauguration is **[name]** I have also arranged for some **[food and entertainment if any arranged]**.

To make this venture a success, I need the wholehearted support of my dear friends like you. Do spare some time to grace the occasion and please tell your friends and family members also to come along.

Thanking You.

Yours Truly,

**[Signature]**

**[Name]**