TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Marketing Letter to CEO

Dear Mrs. Gaur,

The IT industry is performing extremely well, and your company is one of the most successful. Unfortunately, employee attrition is a matter of concern for companies like yours, and as the CEO you must be under tremendous pressure to check this trend. We, EZWorkStuff, have supplied ergonomically designed furniture and office equipment to a few IT firms in the past and would like an opportunity to further enhance the working conditions in your offices as well.

* Ergonomically designed chairs provide ample back support for desk workers.
* Ergonomic keyboards allow uninterrupted and pain-free typing.
* Desks and cabinets with an ergonomic design makes moving about and storing easy and safe.
* Less fatigue and injuries lead to happier and more satisfied employees.
* We are certain that changing over to our specially designed office furniture and equipment will not only bring a smile to the faces of your employees, but also help you stem the attrition.

In case of any queries please call us on 0911111.

Thanking you,

Yours truly,

N H Patel.