TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Complaint and feedback letter

Dear Mr. Wilde:

I would like a free consultation about NewTech’s cloud-based sales management software. Acme Corp. is a fast-growing manufacturer (20% annual revenue growth over the past five years).

We want to continue to grow, and NewTech’s software seems like a product that might take our sales team to the next level. I want to explore with you whether NewTech software is a good fit for Acme.

I look forward to speaking with you at your earliest convenience.

Sincerely,

Tanya Smith