TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of sale for launch of new product

Dear Madam/Sir,

I am writing this letter to inform in this **[mention the name of the organization or agency]** that I **[mention your name]** from the **[mention the place where you are staying]** would like to launch my new product for sale here as have been waiting for a long time and finally the day has arrived.

I would be happy if this could happen along with a few business partners so that I can launch this new product, and would like to start to sell it now.

As you know, I have been working on this new product for a very long time, and now when it is finally ready, I would like to launch it soon with the partners.

The reason to write this letter is that with all my excitement and would like to launch the new product as soon possible and for this, I will need the support and help of yours as you are one of the leading marketing agencies which do this business well so I trust in your agency a lot, with this people can be aware of the new product sale in the market.

If you have any other questions regarding this, you can reach out to me at **[mention phone number]** or directly email me at **[mention email address]**.

Thanking you for your support.

Sincerely

**[Name of the sender]**