TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Marketing letter

Dear **[Customer Name]**,

**[Company Name]** is a business with **[qualifications]** that offers **[products or services]** to **[target market]** to address common issues like**[problems your product or service can solve]**. Our satisfied customers report **[benefits of products or services]**. We're offering you **[specific product name]** at only **[price point]**, allowing you to enjoy**[list of product or service features]**. We can guarantee this promotional offer until **[date]**, so act fast to confirm your order.

You can sign up by speaking to one of our representatives at **[contact information]**.

Sincerely,

**[Name]**

**[Title]**

**[Company]**