TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

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

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Formal Business Letter

Dear **[Name],**

I would like a free consultation about **[Name]**  cloud-based sales management software. **[Company Name]** is a fast-growing manufacturer **[%]** annual revenue growth over the past five years.

We want to continue to grow, and **[Software Name]** software seems like a product that might take our sales team to the next level. I want to explore with you whether **[Software Name]** software is a good fit for **[Company Name]**.

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

Sincerely

**[Name]**