From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and company of sender)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_

To,

\_\_\_\_\_\_\_\_\_\_\_ (name ,address and company of the recipient)  
\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_

Subject: Launch of and discounts on our \_\_\_\_\_\_\_\_\_\_\_product.

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_, (name of recipient)

We at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( provide introduction of the corporate, its history and purpose of writing letter).

Our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(details offers and edges of your products)

For more details of our product\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(contact details ought to be provided).

We hope for a decent dealing.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and company of sender)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_