Sales Letters to Potential Client Sample

From,

Naveen Singh,
Marketing Manager,
TH Internationals

Date: 28th November 2010

To,

Manas Chandra
Purchase Manager,
LYFT Printers

Subject: Flat 30% Discount for Computer Accessories and Parts

Dear Mr. Manas,

It is our pleasure in writing to your company. Your company is one of the best ones on the market and has the best standards of quality. It is very pleasant in writing to your company, which is one of the popular companies in the country. Your lowest prices and the best quality service are outstanding. Your company is reaching worldwide now.

Our company TH internationals are in the business of providing computer accessories. We are providing the best computer accessories and parts and all the services needed to maintain a computer. We have specialized service centers in many parts of the city, and we are expanding our network.

The quality standards of our company effectively match that of your company. Therefore, we want to inform you, to be a part of our network to enjoy the services we provide to you and your customers. We are having service centers in many areas of the town and currently inquisitive about increasing them. We are also expanding our business in other states like Haryana, Assam, Jaipur, and other cities. We are providing discounts of flat 30% in all services including the accessories.

We assure sensible quality at cheap costs and also are providing a flat discount of 10%. In the case of any confusion or queries feel free to contact us.

Hope for higher business deals.

Kindly contact us. We are waiting for your positive response.

Sincerely,

Naveen Singh,
Marketing Manager,
TH Internationals