**Marketing Letter Format**

From,

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

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

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

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( Date of letter)

To,

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

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

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

Subject: Marketing Letter to showcase Services.

Hello!

We are alive to the fact that \_\_\_\_\_\_\_\_\_\_\_\_\_ (training/entertainment) are critical for the success of companies and business entities today. They badly need such events to build and nurture better relations with their clients and dealers.

Our \_\_\_\_\_\_\_\_\_\_\_ (company name), has been in the business of facilitating such activities for \_\_\_\_\_\_\_\_\_ of years now. Throughout our XX years of experience in providing these \_\_\_\_\_\_\_\_\_\_\_\_\_ (services), we have satisfied the necessary needs while at the same time polishing our own expertise.

What’s more? We can also conduct/organize\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (service details).

Why even entertain the thought of looking elsewhere? Reach out to us as we guarantee your own satisfaction and undertake to try our very best to accord to you unforgettable events!

In case you are interested in knowing about this in finer details, we ask that you reach to us via mail \_\_\_\_\_\_\_\_\_ or personal mobile number \_\_\_\_\_\_\_\_\_\_\_\_.

Many thanks in advance for your initial first steps

Truly yours

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

Signature and name.