From,

\_\_\_\_\_\_\_\_\_\_ (your name)

\_\_\_\_\_\_\_\_\_\_ (your designation)

\_\_\_\_\_\_\_\_\_\_ (company name)

\_\_\_\_\_\_\_\_\_\_ (company address)

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_ (recipient name)

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

\_\_\_\_\_\_\_\_\_\_ (recipient address)

Subject: Direct Marketing letter

Respected Sir/Madam,

We are a company that has been manufacturing \_\_\_\_\_\_\_\_\_\_ (Product details) for a period of \_\_\_\_\_\_\_\_\_\_ (Launch details of the products) now. You must be aware of the number of products like \_\_\_\_\_\_ (Name of the products) to name a few \_\_\_\_\_\_\_\_\_\_ (A brief about the products) \_\_\_\_\_\_\_\_\_\_ (New initiatives of the industry or the company and the reason for writing the letter).

We are sending you a detailed description of the new products in the enclosed leaflet \_\_\_\_\_\_\_\_\_\_ (offer details). We request you to try our new products as soon as possible as the offer ends on the \_\_\_\_\_\_\_\_\_\_ (Offer validity). If you have any queries regarding this matter feel free to contact us at \_\_\_\_\_\_\_\_\_\_ (your contact details), we will be available 24/7 round the clock.

Thanking you,

Regards

\_\_\_\_\_\_ (Name of the issuer)

\_\_\_\_\_\_ (Designation of the issuer)