**Introductory sales letter**

From,

Natural Beauty Cosmetics,  
Los Angeles,  
California.

Date: 14 Dec 20XX

To,  
Georgia Smith,  
General Manager,  
KDF Beauty Parlor,  
California.

Subject: Introducing a Product for Sale.

Dear Ms. Smith,

Natural Beauty Cosmetics is pleased to announce our newest addition to our beauty lotions collection. We can assure you that we never lowered our quality levels, and it is currently one of the best on the market. This product has also gained a foothold into the international market and has received positive reviews.

We have unveiled our goods at a very fair price so that every customer can take advantage of their benefits. Our new merchandise receives many positive reviews from buyers, and many of our suppliers are very pleased with it. We would appreciate it if you could come to one of our locations and try out the latest product for yourself.

We are looking forward to your visit.

Sincerely,  
Christine James,   
Natural Beauty Products.