Date

June 10, 20xx

(Contact details of the sender)

Sender’s Address

Stone Printing Press

405 West Avenue, Suite 200

Brooklyn, NY 11237

(Date)

June 20, 2020

(Recipients address)

Mr. Patrick Jones

PJ Publishing

201 Glendale Road

Brooklyn, NY 11237

(Salutation)

Dear Mr. Jones,

(Main body)

I understand from our mutual acquaintance, Ben Phillips, that you are looking to work with a local printing service for your publishing company. I would welcome the opportunity to show you how Stone Printing Press was able to help Ben with his printing needs at the end of last year.

If you have a look at our website, my associates and I have extensive experience in the printing business that goes back over 50 years. We specialize in the type of printing that your company requires and enjoy working closely with our clients from start to finish. As many of our clients can attest, our skilled services have expedited and streamlined their printing needs, resulting in better sales.

For your convenience, I have enclosed our brochure with additional information that details Stone Printing Press’s full range of products and services.

(Call to action)

If you would like to set up an appointment to discuss your specific needs, please contact me at 212-469-5527. I understand that you are quite busy at this time, so I will call you on Thursday to follow should I not hear from you by then.

(Closing)

Kind Regards,

Signature

James McNally

Enclosures/Attachments:

(Typists initials)

CC: