

ADVERTISING SALES LETTER

[DATE]

Dear [RECIPIENT NAME],

I am [YOUR NAME], a representative of [YOUR COMPANY NAME], an established name in the [INDUSTRY] industry, supplying the best quality of [PRODUCT/SERVICES].

In line with our goal to provide the public with not just more options, we give the best and most affordable ones in the market. I would like to inform you more about [PRODUCT/SERVICES] hence I have attached a document on [PRODUCT/SERVICES] with this letter. You can avail of our special prices from [DATE 1] to [DATE 2] in all our stores in [COUNTRY/STATE/PROVINCE].

We hope you would grab this opportunity to avail of our special packages and prices. If you have inquiries before you want to decide to head out to our stores, you may call me personally at [YOUR PHONE NUMBER].

Thank you for your time and we hope to see you!

Regards,

[YOUR SIGNATURE]

[YOUR NAME]

