From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, designation and company of the sender)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, designation &  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address of the recipient)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_ (date of issuing letter)

Dear \_\_\_\_\_\_\_\_\_\_\_, (name of the recipient)

We at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (introduce your company and products). We want to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state the purpose of the letter).

Our products have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state the features and benefits of your product and also give the details of the offer provided by your company). You can try \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (restate your purpose).

For further information you can visit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (provide you website address or contact info).

Yours sincerely,  
\_\_\_\_\_\_\_\_\_\_\_\_ (name, signature and address of sender)  
\_\_\_\_\_\_\_\_\_\_\_\_\_