

Sample Sales Letter for a business introduction in the services industry

Letter Head

Date

Prospective Client Name

Prospective Client Address

City, State [pin]

Dear "Name":

In today's world, everyone is busy. We all have a myriad of responsibilities, from small to large, filling our lives. More often than not, it seems there aren't enough

How do we make your life easier? We offer professional services that range from

_____, to _____,

_____.

_____.

We are pleased to offer you the best of our services at the fraction of a price in comparison

[_____]

_____ [_____ @ _____]

[].
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We look forward to serving you.

Sincerely,

Explanatory Notes

Sample Sales letter

General comments

1. This letter must be printed on a .
2. The name of the client makes it more / .
3. Identify the services in great details and make sure that you know that the prospective .

The notes

These notes are by way of explanation of .

Help with this document

If you would like simple help in completing some part ,

If you would like us to check your changes or to add new provisions or you just want more detailed advice, we shall be pleased to help you through our paid advice scheme. It is very simple. Just make a payment at <http://www.netlawman.co.in>. The payment amount is Rs. 1960.

End of notes