**Sales Letter**

Your Name

Street Address

City, State, Zip Code

Date: DD/MM/YYYY

Recipient Name

Title

Company Name

Street Address

City, State, Zip Code

Dear (Recipient Name/Title)

In the first paragraph, you may thank the recipient for doing business with you and ensure them to satisfy with quality of work you will offer them.

In the second paragraph, you should write about the services you will provide them including time, quality, rates, total payment, benefits of the reader etc. Make sure to provide your contact details to contact you for future considerations. Write your account number or mode of payment for making payment for the sale.

Encourage the reader to communicate his future needs regarding the deal in the last paragraph and make them feel confident that their needs will be fulfilled by you. Once again thank the reader for doing business with your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company Name).

Sincerely,

Your Name

Title

Enclosure