[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear ‘Name of Client’,

The TRG group has always enjoyed the privilege of meeting the needs of its prestigious customers through innovative ideas. Yes, we have introduced a new line of grocery products. Catering to your needs we have introduced a wide range of grocery products which will be made available at our both outlets. We intend to satisfy our customers by providing them with the best.

Attached is a pamphlet containing details of all the products along with their prices. Do visit our stores.

Please feel free to contact us in case of any queries.

Sincerely,

[Your Name]

[Title]

Enclosure