**Subject**: **Shifting existing business to online**

Dear John,

I hope this email will find you in the best of health and spirit. I am Anderson, the sales manager of [Business]. [Business] is the unique name in the field of agrochemicals by virtue of support and appreciation it got from potential customers like you. We provide the best chemicals to eradicate every type of pest. My sales team is determined to serve the community with its full potential. For this purpose, we need more support from your side.

You know very well that outbreak of Coronavirus has restricted ever type of movement. Nowadays, everybody is confined to home due to lockdown imposed by the [X] govt. My sales team members, who used to pay weekly visits to your farms, will no more be available for the same purpose. You cannot come to our outlets for usual buying since these will be closed for an indefinite period.

Owing to all these problems arising due to COVID-19, we have decided to shift our business to online. We shall continue supporting you and are just a click away from you. Now you are only required to place your online order at our website which is [Website].

Any inconvenience regretted.

Yours truly,

Anderson  
Area Sales Manager  
[X] Chemicals  
09-04-20XX