To

[Recipient Name]  
[Hospital Name]  
[Address/Contact]

Re. Proposal of Manpower for the Hospital

Dear Ceram,

I am glad to interact with you via this letter and I am delighted to inform you that our company, GIKA Strum, is offering your hospital budget-friendly services in the shape of competent and affordable housekeepers.

Our company is well-known for the efficiency of the services it has been providing since 1984. We have our four other offices operating in different states of the US. Moreover, the company is completely certified and licensed, displaying requisites on our website. Kindly respond if you feel interested. Moreover, the company is giving a 5% discount in the month of June, July, and August. For further details, visit us at [website], write to us for any query at [email].

Your response shall be awaited

Thank you

Sincerely,

The General Manager  
GIKA Strum Services Providers  
Nicholas Heart Square, New York City, US