Date:

Name of the reader:

From:

Name of the sender:

Company’s name

Dear (mention the name of the client),

I am John, writing on the behalf of ABC Company. Our company is entering the food industry by offering organic and high-quality food supplements, wellness products, and much more. We have been running one branch of the company in California and we are so excited to inform you that we are opening another one in your city now.

I strongly believe that we can work together to add value to our customers’ life. There is no such company that provides such services that we are offering. I hope that we will be able to grab the attention of the market. Should you need to know more about this company, feel free to contact me.

Signatures

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