

**Business Promotion Letter:**

From:

..... (Name)

Manager Marketing

Phone: .....

Mobile .....

Fax: .....

To:

The Managing Director

..... (Name of Co)

..... (Address)

..... (City)

PIN: .....

Phone: .....

Dear Sir,

We have been running our business operations of furniture since last 20 years. Hence, we have high quality certification of ISI. We have been awarded the supply of the best companies in ..... As per lit attached at annexure-1

We have been informed about new branch recently opened by your company at about premises. Hence, it would be occasion of pleasure for us to get attached with you as by promoting our products in your established and create new business clientele.

It is requested to you to us a chance to say thank to say as by accepting the invitation from our assistant manager. So, that he can visit you sooner in order to give you demonstration of our products at your leisure and convenience.

Awaiting your valued response.

Thanking you.

Yours truly,

..... (Signature)

..... (Name & Designation)

Place: .....Date: .....