

myMarketingGuide.com
Powell, OH 43065
888-215-0820

Today's Date

Dear _____ :

RE: Increased Gross Profit from 1-15%
Increase Sales Percent from 5-15%
Reduce Inventory from 1-15%

I am writing to introduce myself to you in the hope of getting the opportunity to know you and your business.

_____ has developed numerous solutions over the years for businesses like yours that will give you profitable results.

We need to hear from you! _____ wants to better understand your company's needs and to provide you with up-to-date information about what is available, why it should be considered, its benefits and cost justifications.

One of our primary goals is to form business partnerships. Please take a moment to check the appropriate areas of interest and complete the information about your company on the postage-free reply card and return it. By receiving the information you provide, I can get to know your business better. I am committed to your success as your local representative.

Thank you for taking the time to fill out the information card. I look forward to working with you in the future. Should you have any question, please feel free to contact me at any time. It will be my pleasure to assist you in any way I can.

Sincerely,

Your Name
Company Name
Location