

# Letters.org

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## SALES LETTER SAMPLE

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## Introduction

Business personal generally use sales letters to generate sales and to enhance their profit. These sales letter act as a medium of communication between the business venture and its clients. These letters are used to run the business effectively and efficiently. The sales letters creates the feeling of trustworthiness and strengthens the relationship of the business venture and its clients. In turns enhance the profit margin. Writing a business sales letter is not an easy task. One should take proper care in writing these letters as it is the letter that is going to make their impression in front of the clients. Nowadays Sample sales letters are available on various sites. These sample sales letters are very helpful for the people who have no knowledge about writing the sales letters. So, to carry on the communication with their clients they generally opt for the Sales sample letters.

## Sales Letter Sample Tips

Tips For Writing Sales Letter Sample:

- It should not be very long.
- Should be formal one.
- No grammatical mistakes should be there.
- Should help providing the details about the business.
- Should be in simple language. Easy to understand.

## Sample Sales Letter Sample

Mr. Mike Henry

Editor,

New Times Magazine

32 Matriarchs street

PN 15 & DW

Melksham

Sept 09, 2013

Dear Mr. Henry,

Are you satisfied with the performance of your copiers and your printers? Are you getting top quality work with your copiers and printers? If not then, we at Vart Limited are ready to get a solution to your problems.

Mart Limited has a fine range of copiers and printers and is one of the renowned and reputed companies in this field. Our products have guaranteed performance and also have a warranty period of 2 years. Our printer and copiers are worth spending money and gives you the value for your money. In addition to it you have choices for colours that also at reasonable prices.

For further information you can visit [www.Vartlimited.com](http://www.Vartlimited.com).

## Sales Letter Sample Template

To,

\_\_\_\_\_ (name, designation &

\_\_\_\_\_ Address of the recipient)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ (date of issuing letter)

Dear \_\_\_\_\_, (name of the recipient)

We at \_\_\_\_\_ (introduce your company and products). We want to \_\_\_\_\_ (state the purpose of the letter).

Our products have \_\_\_\_\_ (state the features and benefits of your product and also give the details of the offer provided by your company). You can try \_\_\_\_\_ (restate your purpose).

For further information you can visit \_\_\_\_\_ (provide you website address or contact info).

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