**Included:**

Introduction

Business Promotion Letter Tips

Sample Business Promotion Letter

Business Promotion Letter Template

Business Promotion Letter

Letters.org

**Introduction**

The Business Promotion Letter is written for the purpose of interacting with business clients as well as to promote the latest product offerings of the organization. The letter should be formal and must include details about the discussion concerned. All the details mentioned in the letter must be true.

**Business Promotion Letter Tips**

Tips of writing the Business Promotion Letter:

* The letter should be addressed to the appropriate person
* The letter must be written in a concise manner and must not be too lengthy
* The letter must have a formal tone and should be able to promote the business to a prospective or existing client
* The letter must include all details which might influence the decision of the party it is addressed to.

Sample Business Promotion Letter

From,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To Mahender Singh Dhoni

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Subject: Business Promotion Letter

22nd August, 2013

Sir,

We at Komalika Automation have been in the automation industry for ten years. We specialize in electrical automation of Hotels and Malls and have made installation in 38 different facilities (Annexure I). We strictly adhere to ISO/IEC 14908-1 standards and have set benchmarks in the industry for our quality of work.

We are interested in working on your ambitious Skyline View Hotel project. We feel that we can provide the necessary expertise and experience required to execute automation on such a big project.

We want to work with a company which shares our values of pushing the boundaries while maintaining high quality standards.

We look forward to meeting you for the same and taking our discussion forward.

Thanking you,

With Regards

Jonanathan Smith

Marketing Lead

Komalika Automation

# Business Promotion Letter Template

# From,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

#

# Date: \_\_\_\_\_ (Date on Which Letter is Written)

# To Mahender Singh Dhoni

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Subject: Business Promotion Letter

# 22nd August, 2013

# We at \_\_\_\_(Name of the organization) have been in the \_\_\_\_\_(Name of the industry) industry for ten years. We specialize in \_\_\_(A brief detail of the work that the company is doing). We strictly adhere to \_\_\_\_\_\_\_(details of quality standards) standards and have set benchmarks in the industry for our quality of work.

# We are interested in working on your ambitious \_\_\_\_(Project details of the concerned organization). We feel that we can provide the necessary expertise and experience required to execute automation on such a big project.

# We want to work with a company which shares our values of pushing the boundaries while maintaining high quality standards.

# We look forward to meeting you for the same and taking our discussion forward.

# Thanking you,

# With Regards

# ------------- (Name of the issuer)

# ------------- (Designation of the issuer)

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org