

BUSINESS PROMOTION LETTER FORMAT

Included:

Introduction

Business Promotion Letter Format Tips

Sample Business Promotion Letter Format

Business Promotion Letter Format Template

Introduction

In most big business firms, a permanent employee is appointed to generate business letters from time to time. These letters are meant to advertise and promote the products and services that are available with the concerned business house.

Business Promotion Letter Format Tips

Here are some tips to write a business promotion letter:

- Highlight significant achievements of your company
- Keep the letter concise and simple.
- Make sure your reader is aware of the type of business house that you are.

Sample Business Promotion Letter Format

From,

_____ (your address)

To,

_____ (address of the person the letter is addressed to)

Date: _____ (Date of which letter is written)

Respected Sir/ Madam,

Greetings from Sunrays Multimedia Pvt Ltd.

Through this letter I would like to introduce you to the work carried out by our company in the field of multimedia and entertainment. We would also like you to get a insight into the various products and services offered by us.

We are currently the largest multimedia and production house in Bangalore. Our clientele includes some of the largest corporate organizations in the country. Our skilled team of graphics designers, editors, camerapersons, programmers and content developers have been producing some of the best corporate films, websites and interactive media platforms. All our projects have us involved from the stage of conceptualization until completion.

In addition to that, we also provide production equipment and services to national events. We are pioneers in the field of Video Projection Walls and also outdoor advertisement. You will come across our outdoor advertising set ups in the corporate offices of Skyhigh Developers, Silverlining software solutions and also all the branches of Little Inn Restaurants. For all the information that you need on our firm, please log on to www.sunraysmultimedia.com.

We hope that your interest in our firm has become magnified.

Yours Sincerely,

Joyce Kenny

Corporate Communication Manager,

Sunrays Multimedia Pvt. Ltd.

Business Promotion Letter Format Template

From,

_____ (your address)

To,

_____ (address of the person the letter is addressed to)

Date: _____ (Date of which letter is written)

Respected _____(Sir/ Madam),

Greetings from _____(name of your company).

Through this letter I would like to introduce you to the work carried out by our company in the field of _____(your industry). We would also like you to get a insight into the various products and services offered by us.

We are currently _____

(Details of your company, your team and your primary projects and services) . All our projects have us involved from the stage of conceptualization until completion.

In addition to that, we also _____

_____(Secondary services, if any and details of some significant projects) For all the information that you need on our firm, please log on to _____ (your website)

We hope that your interest in our firm has become magnified.

Yours Sincerely,

_____ (name and signature)

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