

Letters.org

SAMPLE E-SALES LETTER

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Introduction

Internet has helped us in every aspects of our life. Weather it is a personal life or professional internet serves it all to communicate with each other. The E-sales letters are used in business world. The E-sales letters have become a latest trend in the market. Business personnel want their work to be done with ease and in less time. Let us know that what E-sales letters are. The letters that are sent by a business personal through a mail are termed as E-sales letters. The E-sales letters generally are written in order to sell a product. Whenever there is a new product launch the company sends these letters to its clients for the introduction and sale of their product. The E-sales letters act as the fastest mode to promote your business. It is not necessary that these E-sales letters will be used for the new products only, it can be sent for other products also. This is a modern an effective way to enhance communication and sales.

Sample E-Sales Letter Tips

Tips For Writing A Perfect E-sales letters:

- Formal tone is must for the E-sales letters.
- The E-sales letters should contain complete detail of the company and product.
- No vague information must be provided in the E-sales letters.
- The E-sales letters should be short and snappy.
- Proper address and details must be provided.

Sample Sample E-Sales Letter

Dear Ms. Laura,

Our company, UK Internationals ltd. are proud to announce the launch of our latest laptop in the market. It is a pleasure to provide a stylish, useful and cost effective product to you. The Quality of the product is unbeatable and on reasonable price.

You are one of our valuable customers and we at UK Internationals are providing a huge discount of 15% to the first 15 customers. The given offer is on the market value of the product.

We will be glad to receive a return mail from you. In case of any query feel free to revert back to us. Our sales personal will be available for you as per your convenience and will give demonstration and details of this product.

We are looking forward for a positive reply.

Thanking You,

Sincerely,

Rekha Parikh

Marketing Manager

UK Internationals ltd.

Sample E-Sales Letter Template

Dear Mr/ Ms _____, (name of recipient)

Our company _____ (introduce your company) are proud to announce _____ (state your purpose). It is a pleasure to provide _____ (introduce your product, its features and benefits). The Quality of the product is unbeatable and on reasonable price.

You are one of our valuable customers and we at _____ (state the offers provided by your company). The given offer is on the market value of the product.

We will be glad to receive a return mail from you. In case of any query feel free to revert back to us. Our sales personal will be available for you as per your convenience and will give demonstration and details of this product.

We are looking forward for a positive reply

Thanking You,

Sincerely,

_____ (name, designation and company of the sender)

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