

[DATE]

[ADDRESSEE]
[COMPANY]
[ADDRESS]
[CITY], [STATE], [ZIP]

Dear [NAME]:

[REFERRING PERSON] suggested I write to you because she thought you might be interested in the unusual services that I provide corporations.

DESCRIBE SERVICES IN NEW PARAGRAPH

For your information I have enclosed one of my promotional brochures. It should give you a better indication of my capabilities and expertise.

If you think that SERVICE might be something that COMPANY would be interested in exploring, please do not hesitate to get in touch with me. I hope to hear from you soon.

Cordially,

YOUR NAME
YOUR TITLE

Enclosure