

ABC,

PQR INC

May 1, 2015

Mr.XXX,

Director,

PQR INC

Markel

Dear XXX,

I would like to commend you for the very informative speech on power conservation during the convention. I really appreciate how you have been very concerned with the ecosystem and how to protect it.

With this regard, our company PQR Corp, would like to introduce our cookers. As a company, we have been present in the market for a year now. The cookers have many good things to offer to you. I am very interested in meeting you for me to explain the business deals that we can offer to you.

I will be calling you regarding the deal that I am going to offer to you. It is our pleasure to be your partner in a business deal.

Regards,

Markel

Sales Head.