From,

Name of Addresser,

Address

To,

Name of Addressee,

Address

Dear Sir/Madam,

You need to have a table wherein you have all the inputs related to marketing should be showcased categorically.  In this first paragraph, marketing table will provide the details about every possible aspect of the product for which you are marketing it.  There needs to be clear indication about the price at which your product will cost to the reader.  Make a statement that your product is more competitive than any other in the market where reader is having very much stronghold.

Do recognize the reader about the importance of using your product/material with superior quality and timely delivery.  If possible, do make some comparison to most of the competitor products and make it a point about the difference your product makes against them.

At the end, do thank reader for having a try on our product tested.  There will be at last mentioning of response getting awaited from you for the above said purpose.

Yours Sincerely,

Your Name