Dear Jake Paul,

I am a sales representative assigned by my company in the area and I have had the pleasure of knowing your company for the last ten years.

This year, we are introducing a new product which we feel would be of great use to your company. It is a system which has been proven to increase the speed of mass production in several countries and it will fit your production line just well.

I have the intention of setting up a meeting with you. Around an hour will be enough. I am going to discuss with you in detail the features and advantages of the new system.

I am thinking of calling on you later this week but should you have a more appropriate time in mind, please feel free to call me. I am willing to come at your appointed time.

Thank you.

Sincerely yours,

Allen Jacob