[Recipient’s name],

[Recipient’s designation],

[Recipient’s company’s name],

[Recipient’s company’s Address],

[Date]

Dear [Recipient’s name],

We at [You company’s name] believe that we can distinctly benefit your organization [Recipient’s company’s name] with our services, if we are provided with an opportunity from your end. We excel in [state the kind of product or service that your company provides. Mention your company’s USP, and state how you can make difference to your client.]

We would like invite you to a special tour of our facilities and a small session through we will put forward why and how we are ahead of our contemporaries and how we can give you an edge over others. We can assure you that it will not be a waste of your precious time, as we value it ourselves.

Please kindly visit our website [your website] to fix up an appointment.

We hope that you will render us a positive reply, so that we can ensue on a relation through we can mutually benefit each other.

Thanking you

[Your name]

[Signature]

[Your designation],

[Your Company’s name]

[Address]

[Email id]

[Web Site]

[Phone number]