Dean Katherine,

Sales Associates,

156 Stephenson Road,

Orleans, Florida

21 April, 2010

Dear Mr. David

REF: SALES RELATED OPPORTUNITY

This letter states that we at our company are coming up with a new line of products. With this new range, we are willing to offer you the opportunity to take up the duty to popularize the sales. This is a very challenging job and considering the job profile, we expect you to go well with this job.

The product is yet to be launched in the market. This is when the real task of sales strategies should be planned well. Prior the launch, it becomes important to note down the market conditions and plan it from there on. The required hype can be built in amongst the people through different means of advertisement. You have to decide the means to market the product and also by which the sales will increase. The means of advertisement could be through newspaper, hoardings etc.

Yours truly,

*Maria Mathews*