**Sample Professional sales letter**

27th April 2010

Bruce Williams

27th Boulevard Street

Kings Road

West Hampshire- 78696

Dear Mr. Williams:

Hello, my name is Katherine. We had met last week at a carnival, wherein you had liked the products that were displayed by our company. Unfortunately, you had no time to look into the products and you had asked us to notify you about our next sale or exhibition.

We are putting up a display of our products in the Central Park from this weekend. Our products would be on display for two weeks. This time the range is much better and the sale will go on for a longer duration of time as compared to the last one. As you know, we sell all hand made products and the advantage is that they are all safe. What you had seen last week was just a glimpse of what we have, this week we are conducting the affair on a yet bigger scale.

We would be more than happy to see you there. Getting a customer like you associated with our business will make us feel good. For any further queries, you can always get back to us on the posted numbers.

Thank you

Yours sincerely

Richard Gere

Signature