

June 13, 2021

Recipients Name

Recipients Street Address

City, State Zip

Dear Name,

I read about your business in The Business Journal last month. It discussed how well you treat your employees and that your business is growing beyond your expectations in large part because of them. You must be very proud!

My name is (name) and I am writing you because I help growing businesses like yours buy or lease facilities that will meet or exceed your current growth projections.

I have several facilities in mind and I would love to meet with you for lunch or breakfast to discuss them with you. If you need a smaller facility for your staff, offsite storage, or manufacturing I can help you find those as well.

Please call me at 555-555-5555 anytime and see if I can help you now or in the future. I might even be able to save you money!

I look forward to meeting you and learning more about your business.

Sincerely,

Agent Name

Agency Name

XXX Street

City, State ZIP

Website | Email | Phone | Fax

PS: I included a notepad mug with this letter and a pencil. You can erase and write on the notepad lines on the mug. I hope you find it helpful and fun to use in your office!