

New Product Introduction Letter, complete letter of Business example.

Writing effective business letters is not as difficult as it may seem. Business letters should conform to standard practices. If you don't know the proper way to format a business letter, most word processing programmes have easy to use templates which will set up the letter for you. A business letter has six essential parts: the heading, the inside address, the salutation or greeting, the body of the letter, the complimentary close, and the signature.

To,

Rakesh S. Chatterjee

91 East Street

Hyderabad.

Dear Mr. Rakesh,

With reference to your address in our most frequent customer list we are very happy to inform you about our latest tooth past. With respect to the suggestions of our customers we made some, modifications in our toothpaste. In today's market it is very important to be customer friendly and keep their demands in mind.

With respect to this we have made toothpaste, which contains some herbal and ayurvedic ingredients i.e. mint, neem etc. which will help to keep your teeth fresh and healthy. We are sending you this cream please use it and tell us your view. It has been already checked in laboratory of Indian Dental Association and its recognized by them but still we would like to hear from you.

Our customers are everything for us and we will always keep in touch with you.

Feel free to contact us for further suggestions.

Thanking You

Yours Faithfully

Subhash Gosh