

[Your Company Logo]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Opening Statement: Briefly introduce your company and the purpose of the letter.]
[Body: Include details about your product/service, any special offers, and how it can benefit the recipient.]
[Call to Action: Encourage the recipient to take a specific action, such as visiting your website or calling for more information.]
Thank you for your time! We look forward to hearing from you soon.
Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Enclosure: If there are any additional materials included, note them here.]

This letter should be designed so the recipient's name and address are visible through the window of the envelope.