

[Your Name]
[Your Business Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Business Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. As a proud business owner of [Your Business Name], I wanted to take a moment to introduce our services/products and share an exciting offer exclusively for valued local businesses like yours.

At [Your Business Name], we specialize in [briefly describe your products/services]. Our goal is to [mention your business mission or what you aim to achieve for your customers].

To show our appreciation for your support and to encourage collaboration within our community, we are pleased to offer you [describe the promotional offer, e.g., a discount, free trial, special package, etc.]. This offer is available until [expiration date], and we would love to see how we can work together to benefit both our businesses.

Feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any questions or would like to discuss further. I look forward to the opportunity to collaborate and support each other's businesses.

Thank you for considering [Your Business Name].

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Business Name]