

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

[Introduction: Briefly introduce yourself and the purpose of the letter.]

[Body: Discuss the benefits of social media marketing, relevant statistics, and how your services can help their business.]

[Call to Action: Encourage the recipient to take the next step, such as scheduling a meeting or consultation.]

Thank you for considering this opportunity. I look forward to the possibility of working together.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]