

[Your Name]
[Your Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: Briefly introduce yourself and the purpose of the letter.]
[Body: Provide specific details about the Visual Basic application,
including its features, benefits, and how it can address the recipient's
needs.]
[Call to Action: Encourage the recipient to take a specific action, such
as scheduling a demo or meeting.]
Thank you for considering this application. I look forward to your
response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]