

[Your Name]
[Your Title/Position]
[Your Organization/Company Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am excited to announce the release of my new book, titled "[Book Title]," which will be available on [Release Date]. This book explores [brief description of the book's theme, genre, and key points].

[Optional: Include a quote or testimonial about the book.]

To celebrate the launch, I will be hosting a [event details, e.g., book signing, reading, or launch party] on [date] at [location]. I would be honored to have you join me for this special occasion.

[Optional: Include information on where to purchase the book or how to get a copy for review.]

Thank you for your support, and I look forward to sharing "[Book Title]" with you.

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization/Company Name]