The following is the Email Format to be followed for a Marketing Letter to CEO.

To: name@email.com  
From: name@email.com  
SUBJECT: Marketing Letter to CEO.

Dear Mr/Mrs.\_\_\_\_\_\_\_\_\_\_,

The way our economy is striving right now, we are aware on the problems being dealt with by a CEO like you. For \_\_\_\_\_\_\_\_years now, our company has successfully assisted a number of companies in training and counseling their workers in order to ensure the success of these companies and avoid employee reduction number as an option.

Below is a list of the various services that we provide.

* We focus on those employees who have a tenure of less than two years in order to fully enhance their skills.
* We provide advanced training and counseling for tenured employees in order to retain to keep the loyalty of these employees.
* We conduct sessions for different levels of employee in your company on different sessions.  
  Rest assured that our services will bring something good in your business. If in case you decide to bring positive changes in your company and in your career as well, please feel free to contact us at \_\_\_\_\_\_\_\_\_.

Thanking you so much.

Yours Truly,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.