SAMPLE LETTER

**[Senders Name]**
[Address line]
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**
[Address line]
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

As per your orders, I have successfully found a (product) that would give the most regarding quality, performance, and cost efficiency. During my research on the best (product) out in the market, I have come upon a lot of options. While most of them were great, I have found the perfect (product) for the company's needs. Compared to the other products I saw, I found that (name of the product to be endorsed) is the best and meets all the qualifications that you set.

The (name of the product to be endorsed) is an excellent quality, very efficient, and very effective (product) which costs only (price) a piece being well within our budget range. There have been many reviews on this product, all of them singing praises on how good it worked for them. I strongly recommend that we purchase the (name of the product to be endorsed). It is about time that we try out this amazing product for ourselves too,

Sincerely,

[Senders Name]
[Senders Title] -Optional-

[Enclosures: number] - Optional -
cc: [Name of copy recipient] - Optional -