

[Your Company Letterhead]

Date: [Insert Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP]

Dear [Recipient Name],

We are excited to introduce our latest product, [Product Name], which is now available for sampling. At [Your Company Name], we are committed to delivering innovative solutions that meet your needs, and we believe that [Product Name] will be a valuable addition to your offerings.

Product Features & Benefits:

- [Key Feature 1] â€“ [Benefit 1]
- [Key Feature 2] â€“ [Benefit 2]
- [Key Feature 3] â€“ [Benefit 3]
- And more...

We are pleased to offer you a complimentary sample of [Product Name] so you can experience its quality firsthand. We have also attached detailed pricing information below:

Product	Unit Price	MOQ	Remarks
[Product Name]	\$[Price] per [Unit]	[Minimum Order Quantity]	[Any special notes or discounts]

Special Offer: For orders placed before [Offer Expiry Date], we are pleased to extend a [Discount]% introductory discount off your first purchase.

To request your complimentary sample or place an order, please contact us at [Phone Number] or [Email Address]. Our team is happy to assist you with any questions you may have.

Thank you for considering [Product Name]. We look forward to establishing a mutually beneficial business relationship.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]