

### Example- Template

Mr. and Mrs. Peters.

My name is Alejandra Perez. I am the sales representative of an exclusive sports shop. We would like to offer you our new product : the ecological surf board made in Cuba. We think this new product could contribute with your summer resort to let your adventurous passengers have funny and secure days in the beach.

Please check the document attached to see our variety in colors, sizes, prices and design.

There are incredible discounts! .

if you have any doubts contact me. I will be glad to help you

Sincerely.

Paola Pérez

Sales Manager

Sporting Company

### Complete with the necessary information

Mr. and Mrs.: \_\_\_\_\_

My name is: \_\_\_\_\_. I am \_\_\_\_\_ of \_\_\_\_\_. We

would like to offer you our new product:

\_\_\_\_\_. We think it could \_\_\_\_\_.

There is \_\_\_\_\_ discount.

Please check the \_\_\_\_\_ to see our different  
\_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

if you have any doubts contact me. I will be glad to help you

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