

Ms. Tanya Smith, CEO  
Acme Corp.  
12345 Acme Ave.  
Minneapolis, MN 55410  
(612) 555-2368

June 1, 2018

Mr. Oscar Wilde, VP of Sales  
NewTech  
9876 NewTech Way  
San Jose, CA 95113

Dear Mr. Wilde:

I would like a free consultation about NewTech's cloud-based sales management software. Acme Corp. is a fast-growing manufacturer (20% annual revenue growth over the past five years). We want to continue to grow, and NewTech's software seems like a product that might take our sales team to the next level. I want to explore with you whether NewTech software is a good fit for Acme.

I look forward to speaking with you at your earliest convenience.

Sincerely,

Tanya Smith, CEO

Enclosures: Acme Corp. brochure