

brandwritten

{first\_name} {second\_name}  
                                  {company}  
                          {first\_line\_address}  
                          {second\_line\_address}  
                                  {city}  
                                  {postcode}  
                                  {country}

Dear {first\_name}

I am reaching out to you and your colleagues at {company} to see if we can take our business relationship further by offering you an upgrade on your package with us from next year.

{first\_name}, lets set up a meeting to discuss this when you are next free. I will be in contact with you in the next couple of days to organise this.

Yours Sincerely

Bruce Pannaman  
Bruce@Brandwritten.com