**Block Style Letter**

John Smith

Marketing Manager

ABC Corporation

123 Business Avenue

New York, NY 10001

January 4, 2025

Ms. Sarah Johnson

Sales Director

XYZ Company

456 Corporate Drive

Los Angeles, CA 90001

Dear Ms. Johnson:

I am writing to discuss our upcoming collaboration on the new product launch scheduled for the second quarter of 2025. Our team has prepared a comprehensive marketing strategy that we believe will maximize the impact of this launch.

The proposal includes detailed market analysis, target audience segmentation, and a multi-channel marketing approach. We would appreciate your input and suggestions to ensure alignment with your sales objectives.

Could we schedule a meeting next week to review these plans in detail? I am available at your convenience and look forward to your response.

Sincerely,

John Smith

Marketing Manager

**Modified Block Style Letter**

Jane Brown  
Human Resources Director  
DEF Industries  
789 Corporate Boulevard  
Chicago, IL 60601

January 4, 2025

Mr. Robert Wilson  
Training Manager  
GHI Enterprises  
321 Business Park  
Houston, TX 77001

Dear Mr. Wilson:

Thank you for your interest in our professional development program. I am pleased to provide you with information about our upcoming training sessions planned for the first quarter of 2025.

We have designed a comprehensive curriculum that covers leadership development, project management, and communication skills. The program has been successfully implemented across various organizations, consistently receiving positive feedback.

I would be happy to schedule a presentation to demonstrate how our program can be customized to meet your specific organizational needs.

Best regards,

Jane Brown  
 Human Resources Director