

Sales Introduction Template

Date:

MM/DD/YYYY

To (Client Name & Company):

Client's Full Name, Company

Subject:

Subject of your sales introduction

Greeting:

Dear [Client Name],

Introduction:

Briefly introduce yourself and your company.

Value Proposition:

Explain the key benefits or solutions your product/service can offer the client.

Call to Action:

Describe what action you'd like the client to take (e.g., schedule a meeting, request a demo, etc.).

Closing:

Best regards,

Your Name

Your Position

Company Name

Contact Information
