Sample Business Letter

Nightingale Solutions
Jacqueline Nightingale
89 Youth Terrace
Knoxville, TN 39083

October 28, 2025

Mr. Jack Werner
HealthRite Company, Inc.
486 Professional Boulevard
Memphis, TN 38901

Dear Mr. Werner:

Enclosed, please find the essential oils you requested. We're delighted to send these samples, as we've been massive fans of HealthRite since 1992 and believe they will spotlight well in your store.

In the white bottle, you'll enjoy the soft notes of our vanilla bergamot oil. Next, we have a lavender infusion in the purple bottle. Finally, we hope you'll enjoy our newest blend, cinnamon cardamon, in the red bottle.

Your mission to change lives, one drop at a time, has lived in our hearts for nearly two decades. Madison and I are elated to be in your consideration for a new partnership. Please feel free to reach out to us with any further questions!

Yours truly,

[Signature here]

Jacqueline Nightingale
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