To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Travel and Hotels Sales Letter**

Dear Mr./Mrs. [name of the Recipient],

We realize that for relaxation and comfort, there is no place on earth like home.

But here at [mention Hotel name], we always try to provide our customers with home-like environment and facilities. We make sure that we entertain our guests with the best quality services.

Our hotel has won several different awards and many government officials and big business tycoons often become our guest. Nowadays, we are offering a special Summer discount at our hotel that you can avail. So the next time you are on a business trip, make sure to be our guest and enjoy our facilities.

For further details or queries, feel free to contact me through the given below contact details.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]