

Business letter example

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San Francisco, CA 94104
555-555-5555

February 16, 2024

Food Network
123 Flavor Way
Flavortown, USA 12345

Dear Guy Fieri,

I hope this letter finds you well. My name is Bryce Emley, and I am writing on behalf of Zapier. We are currently exploring opportunities to enhance our team's culinary skills and are particularly interested in your renowned cooking classes.

Having followed your impressive career and culinary expertise, we believe that participating in your cooking classes could significantly contribute to the development of our team's culinary proficiency. To gain a comprehensive understanding of the classes offered, we kindly request additional information about the following aspects: curriculum and topics covered, and logistics and schedule.

We appreciate your prompt attention to this matter and look forward to receiving the requested information. If there are any brochures, catalogs, or other resources available, please feel free to share them with us. Thank you for considering our request, and we are excited about the possibility of our team benefiting from Guy Fieri's expertise.

Sincerely,



Bryce Emley

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