**Sample Marketing Letter to Company CEO**

August 6, 20XX

The CEO

Infotek IT Solutions Limited

Trivandrum

**Dear Mr. Robert:**

We know the challenges faced by a CEO in these days of economic instability.  We at Train Drain provide you with just the solution for downsizing.  We have been in this business for over five years and specialize in training and counseling employees in such a way that there is growth of the company and no downsizing will be required.

Some of the services we offer are given below.

* · We give special attention to train those who have been with the company for less than 2 years, to bring out the best in them.
* · We give you creative ideas and counseling for experienced employees so that you do not lose out your prized persons to your competitors.
* · We hold separate sessions for the different rungs of the hierarchy in any company.

We assure you, you will certainly benefit from our services.  If you are interested in the growth of your company and in improving your career, please contact us at 9874569297.

Thanking you.

**Yours Sincerely,**