

[Your Name]
[Your Title]
[Dealership/Company Name]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Address]

Dear [Recipient Name],

I am writing to you because [Referral Name] mentioned that your company may be looking to expand or update its commercial vehicle fleet. Our dealership specializes in business fleet solutions, and we have helped many local companies optimize their transportation needs.

We understand that a commercial fleet is a major investment. We offer a specialized program for business buyers that includes:

- Volume pricing discounts on new inventory.
- Customized financing and leasing structures for businesses.
- Priority service scheduling to minimize vehicle downtime.
- Assistance with custom upfitting and branding.

I have attached a brief overview of our current commercial inventory. I would welcome the opportunity to learn more about your specific operational requirements and provide a competitive quote for your next vehicle purchase.

I will follow up with a brief phone call next week to see if we can schedule a time to meet. In the meantime, please feel free to contact me directly at [Phone Number].

Best regards,

[Your Name]