



Transmittal Letter

_____, _____
_____, _____

_____, _____, _____, _____

Dear _____,

Attached herewith is the Quarterly Marketing Report together with the team recommendation and plan of action.

We have provided statistical data based on the research and analysis we have conducted as well as a case study in comparison with the company's competitor brands online and offline. In this regard, we have concluded that focused targetted marketing is the most efficient and would yield greater results for the product. The plan is outlined together with the report for your review.

If you have questions, you may reach us anytime at _____ or _____.

Sincerely,



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