Thursday, 30 August 2018

<business>

<address>

<city,>

<postcode>

Attention: <name>

Dear <name>

Do you find yourself with little free time and working on projects that aren’t making you any money, but that *must* be completed? Would you like to be able to hand off some of your projects, but can’t justify the cost of an on-site assistant?

Let me offer a solution to you – **Partner with a Virtual Assistant**.

There are major advantages to using a Virtual Assistant (VA). In my opinion, the largest advantage is that your VA will not require any payroll expenses and as independent contractors, we pay our own taxes. We take up no additional office space, nor do we require you to provide equipment for us. We have our own “virtual” offices, and have most software and equipment that you have, as well as some that you may not. We offer flexible work hours, and skilled professional service. We have no geographical limitations, and are interested in partnering with your business to take it to the next level.

Allow me to offer my assistance.

My name is <VA NAME>, and I’m the owner of <VA BUSINESS>. I have over 12 years experience in the administrative field, specializing in marketing, sales, and new business development. I strive to cater to small businesses, allowing my skills in marketing, sales, and business development to shine in my practice. During my 12 years in the administrative support role, I held various positions such as executive assistant, marketing research specialist, and research director at various television stations in Virginia. My skills are not limited to the aforementioned, as I also excel in internet research, website design, copy writing, editing and proofreading, as well as am extremely proficient in numerous software and hardware applications.

*It’s okay to get help.*

Allow me to take those non-billable tasks off your hands to allow you the time to focus on the billable tasks. Valley Virtual Assistants offers affordable rates with top-notch service.

I encourage you to take some time out of your day to contact me for a free, personalized consultation. Let’s take some time and discuss your business, and what we can do *together* to make it grow!

I look forward to hearing from you!

Regards,

E-signature here

<YOUR NAME>

Owner