

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

We are delighted that you have chosen us for your <<product/services supplies>>.

<<Responsible contact>> will be in charge of your account and servicing your account. If you have any questions or problems please contact <<her/him>>, and provide to us the relevant contact at your office.

We look forward to a long and fruitful relationship between our two companies.

Yours sincerely,

<<Name>>
<<Title>>

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