

[Print on

insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

We are a company which provides
of industry/market>>. [The compa
have gained a reputation for the h

product(s)>> in [or to] the <<nature/name
for <<relevant period>> during which we
s and services].

Currently we are seeking additional
would greatly appreciate your assi
including prices and discounts ava
be transacted between ourselves.

of <<describe service(s)/product(s)>> and
etails of your range of goods and services
ne and frequency of business that might

We would be grateful for any broc

[In order to facilitate your collation
minimum requirements would be a

pect of the above assume that our
of volume>> per <<frequency>>.]

We look forward to hearing from y

Yours faithfully,

<<Name & Title>>
For and on behalf of <<Company

S

A

M

P

L

E