

[Print on reverse side] [insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re. <<Product/services>>

We have recently become aware of <<Product/services>> and are interested in considering the opportunity of transacting with you in respect of the above offers. [Of particular interest is your <<name of product>>]

Enclosed is information relating to <<Product/services>> and we would be grateful for full details and specifications of your current range of <<Product/services>>, your standard terms and conditions of sale, and a contact from your company to discuss this further.

Our anticipated requirement would be <<Quantity>> <<Product/services>> per <<frequency of supply/purchase>>.

We look forward to hearing from you.

Yours faithfully,

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