

[Print on front of envelope] [insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

<<vice>>

We have recently become aware of <<details of product/service>> and are interested in the opportunity of transacting business. Of particular interest is <<details of product/service>>. In addition to the quality of the product/service and pricing thereof, <<details of product/service>> will be a key determination of our decision to order/purchase.

Our current estimated requirements are <<details of requirements>> per <<details of frequency>>. Delivery <<details of frequency>> days/weeks of any order place with <<details of frequency>> condition of the contract between our companies.

Enclosed is information relating to <<details of information>>

We would be grateful for full details of <<details of product/service>>, a quotation in respect of these, your standard price for <<details of product/service>> sale and a contact from your company in order to process this further.

Subject to agreeing the pricing, the <<details of product/service>> [schedule] and confirmation of the specification and availability of the <<details of product/service>> I want to commit to an order as soon as possible.

Hopefully, this will be the first of many <<details of product/service>> lead to a mutually successful business association between our two companies.

Thank you for your attention

Yours sincerely,

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

Enc. << >>