

[Print address]

<<Recipient's Name>>  
<<Company / Business Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

&lt;&lt;Date&gt;&gt;

Dear <<Recipient's Name>>,

Request for Consequence customer name>>

[[We] OR [I] have been approached by <<insert name of Party 2>>, a customer of yours with whom [we] OR [I] have had prior dealings, to enter into a contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>> for the purposes of <<insert brief description of Agreement>> (the "Agreement"). <<insert names of Party 1 and Party 2>> [we] OR [me] to discuss potential dealings with <<insert brief description of proposed dealing>> the purposes of <<insert brief description of proposed dealing>>]

**OR**

[I am writing to you in reference to a potential customer of yours with whom [we] OR [I] have had prior dealings. A contract between <<insert name of Party 1>> and <<insert name of Party 2>> was entered into on <<insert date of Agreement>> for the purposes of <<insert description of Agreement>> (the "Agreement"). [We] OR [I] have had dealings with <<insert name of Party 2>> as a potential customer [with respect to <<insert brief description of dealings>>].]

Under the provisions of [sub-]C [I] agreed not to solicit or entice [Client] away from <<insert name of Party 2>> where that solicitation would cause damage to your business. [[We] OR [I] recognize that [Client] has no obligation to do business with [us] OR [may] <<insert description of services>> OR [may] <<insert details of services>>]. In light of the foregoing, [we] OR [am] hereby seeking your consent to contract with <<insert details of services>> for the purposes outlined above.] OR [Whilst [We] OR [I] do not feel that [Client] has no obligation to do business with [us] OR [may] <<insert description of services>> OR [may] <<insert details of services>>], the foregoing terms and conditions outlined above have the potential to harm your business. [we] OR [am] nonetheless seeking your approval as a matter of course.]

I look forward to receiving your response in due course. Please do not hesitate to contact [me] OR [redacted] if you have any questions or would like to discuss this matter further.

Yours sincerely,

<<Name & Title>>  
[For and on behalf of <<insert