

[Print on

insert Address]

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

<<Date>>

Dear <<SIR/MADAM>>,

We are pleased to introduce the latest
and feel sure that you will find it of

current range of <<products or services>>

Brochures and price lists are enclosed
questions you may have regarding

and we look forward to answering any
<<products or services>>.

Please do not hesitate to contact us
will of course be happy to discuss

for further information or assistance. We

With kind regards.

Yours sincerely,

<<Name>>
<<Title>>

Encl. Brochures and price lists.

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