

[Print on front of envelope] [insert Address]

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

<<Date>>

Dear <<SIR/MADAM>>,

Following <<my letter/our meeting with you/our telephone conversation etc.>> on <<date>> I write to confirm that I would appreciate the opportunity to discuss the possibility of a future co-operation between our two companies.

Given the nature of your business <<as mentioned in your letter etc.>> you mentioned I am confident that our <<products/services>> can fulfil your requirements.

Therefore would it be possible to arrange a meeting at your offices in order to discuss some ideas. I will contact you or your secretary at the beginning of next week>> to confirm a convenient time for you.

In the meantime I am pleased to enclose herewith a copy of our brochure regarding our company, together with a current <<brochures/price lists/statement of account>>.

Yours sincerely,

<<Name>>  
<<Title>>

Encl: <<Company profile and stock list>>