

[Print on front of envelope] insert Address]

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

<<Date>>

Dear <<SIR/MADAM>>,

Thank you for your recent enquiry and, as requested. We are pleased to
enclose our latest brochure, which contains details of similar products in the range, together with a
current price-list.

We are sure that the brochure will provide you with information on you need but of course you are
welcome to call should you have any queries about our <<product range>>.

I will also be happy to discuss our <<X %>> discount for orders placed by the end of <<Month>>. In addition, there are
introductory <<X %>> discount for bulk orders.

We look forward to hearing from you.

Yours sincerely

<<Name>>
<<Title>>

Encl: <<Brochure and price-list>>

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