

[Print on

insert Address]

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

<<Date>>

Dear <<SIR/MADAM>>,

Unfortunately our companies have not been in contact for <<about two years ago>>. Until that time your company made regular orders of <<description>> from us. Our records show that the last purchase was <<date>>.

Since that time we have improved our products and services, and therefore, enclose for your attention the updated brochure. I believe that regular interest for your company will be <<describe/specify product or service>>.

We look forward to hearing from you and would like to discuss your requirements further and resume the satisfactory provision of <<description>> to you.

Yours sincerely,

<<Name>>  
<<Title>>

Enc. << >>

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