

<today>

American <embassy/consulate>  
<city><country>  
Commercial Section  
Dept. of State  
Washington,DC 20521

<salutation>

We are involved in the <nature of business>.

We would like to expand the scope of our contacts to include firms in <country name>. We would appreciate it if you could put us in contact with any firms in <country name> which are involved in the <type of business desired,i.e. import/export.etc> of <class of products> such as ours.

If you need literature or other information regarding our firm and its products, either for your files or distribution, please let us know in your reply.

Sincerely yours,

<name>