<today>

Embassy of **<country name>**
Commercial Section
<street address>
Washington,DC **<zip>**

<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 **<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>