

<today>

<company.organization>
<company.address1.>
<company.city>, <company.state> <company.zip>

<salutation>

We have recently become aware of your company's <product/
service>.

We would appreciate it if you could send us any
brochures, catalogs or other literature that you may have
available describing your company's products and their pricing.

I shall look forward to receiving your early and prompt reply.

Sincerely,

<name>