

<today>

<company.organization>

<company.address1.>

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

<salutation>

We have recently become aware of your company's product.

We would appreciate it if you could send us any samples and literature that you may have available. We are currently evaluating several products of similar nature and for an impending project. We would appreciate any assistance and information you could offer us.

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

Sincerely,

<name>