

<today>

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

<salutation>

Enclosed you will find the newest and most recent edition of our catalog of products.

This catalog has just been published and contains much new information and listings of recent additions and deletions to our extensive line of fine <category> products.

Please review it carefully so that you and your staff may become familiar with the changes in the items handled and their pricing that have occurred.

I trust that you will find our companies' products and pricing to be as competitive as before and shall expect to continue to receive your valued orders in the future. If you have any questions or comments in the creation of your next order, please do not hesitate to contact me directly. Thank you.

Sincerely,

<name>