

<today>

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

<salutation>

At the suggestion of our representative <rep's name>, I am writing to offer further information concerning our line of <products name>.

The enclosed literature should provide you with all the information you may need to fully evaluate our products potential.

The extra effort our service people make to insure on time delivery and accurate shipments is built in when you place an order with us. The understanding of your special requirements which our sales representative has acquired in serving you insures the extra effort you have come to expect from us.

We trust that this is the information which you require, but if there is any further data which we can supply, please feel free to call on us at any time.

Sincerely,

<name>