

<today>

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

Dear <salutation>. <name.lastname>,

We have recently received your request for information.
Thank you for your interest in <your company name>.

We are enclosing the material that describes < product(s) name(s)>
We hope that you will find this information applicable to your
requirements. If you have any additional questions or specific
needs not mentioned in our literature, please do not hesitate to
write us again

If your need is immediate, here are the addresses of two authorized
dealers near you for your convenience:

<dealer1.name> <dealer2.name>
<dealer1.address> <dealer2.address>
<dealer1.city,State,Zip> <dealer2.city,state,zip>
<dealer1.telephone> <dealer2.telephone>

Our dealers will be happy to assist you in
preparing your order and selecting the items appropriate to your
specific needs. In addition, they are committed to providing you
with support after the sale.

Thank you once again for your interest.

Sincerely,

<your name>