

[DATE]

[ADDRESSEE]  
[COMPANY]  
[ADDRESS]  
[CITY], [STATE], [ZIP]

Dear [NAME]:

The materials you requested are enclosed. I hope that they provide you with the necessary information and that you decide to go with [YOUR COMPANY] for your [PRODUCT, SERVICE] needs.

If I can be of any further assistance, please call me or another customer service representative on our toll-free number.

Sincerely,

YOUR NAME  
YOUR TITLE

Enclosure