

[DATE]

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

Dear [NAME]:

I was glad to have had the opportunity to meet with you when I was in [CITY] last month. Thank you for sending me a proposal letter for the [PROJECT] project we discussed.

Your project sounds very interesting. We would like to know more about it. I understand you have some sample material prepared, which we would be interested in seeing. I would be happy to send you the comments and suggestions of our staff. I trust that you will find these recommendations to be helpful as your work progresses.

[NAME], I know you are very interested in [OBJECTIVE]. You will undoubtedly consider a number of criteria in selecting who you would like to work with, including [CRITERIA]. In all of these aspects, [YOUR COMPANY] stands alone. For more than [YEARS] years, [YOUR COMPANY] has specialized in [PRODUCT].

I look forward to hearing from you and seeing your material. In the meantime, you have my best wishes for continued progress on your work. If I can be of any assistance to you, please do not hesitate to call upon me.

Sincerely,

YOUR NAME  
YOUR TITLE