

[DATE]

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

Dear [NAME]:

The other day I called you when you were out. Therefore, I have written you to go over several important points discussed in the meeting of [DATE].

Since our business opened some time ago, we have learned that it was not enough just to furnish quality [PRODUCT]. No matter how good the products, they will not be reliable unless they are used properly. Therefore, our products are sold with a guarantee that one of our associates will be available for advise and instruction as you need it.

Placing an order with [COMPANY] assures you of quality products as well as careful instructions and maintenance of the products.

Sincerely,

[NAME]