

[DATE]

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

Dear [NAME]:

Thank you for your interest in [PRODUCT NAME] products and systems. We have enclosed the information you requested for your review.

Since [DATE FOUNDED], the [YOUR COMPANY] has provided quality [DESCRIPTION] products to the industry. We would like to provide any assistance you might require in your project.

If you have any questions, please feel free to call our office at [PHONE NO.].

Sincerely,

YOUR NAME  
YOUR TITLE

Enclosure