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August 1, 1995

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Dear [recipient's name],

Free Demonstration

Your interest in our products is most welcome. Following our phone conversation yesterday, I thought

you may be interested in a demonstration - entirely without obligation, of course - of the [name product of interest].

Please call me on the above number so we can arrange a mutually convenient time - I'm always in the office before [time] every day.

I look forward to hearing from you.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]