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August 1, 1995

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Dear [recipient's name],

Request for Catalogue

One of our numerous customers has mentioned you as the manufacturer or supplier of [name of product].

We currently have considerable demand for this item and would be pleased to receive a catalogue of

[name of product] you currently supply.

Pricing information, including quantity discounts, would also be appreciated.

On receipt of this information, if prices are suitable, we expect to begin immediately by placing a trial order.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]