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Dear [recipient's name],

Your brochure as Requested

Your query about our product is most welcomed. Please accept this brochure detailing our products and service.

You will note on the last panel a listing of several of our current clients whom you may know well.

Please contact any of these for confirmation of the quality and reliability of our service.

As a special welcome, your first order from this brochure will attract a 10% discount plus we will

deliver it to your door absolutely free.

We look forward to hearing from you.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]

Enclosed: copy of brochure.