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August 1, 1995

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Dear [recipient's name],

For Your Evaluation

Recently I spoke with your [title, first name, family name] concerning your manufacturing [name of product]. If you are seriously considering this type of venture I may be interested in marketing this product for you.

I enclose a brochure of my company's current activities in this area.

Once you have viewed the brochure you might agree to making a time when we can meet to discuss a joint venture.

I will contact you in the next week to determine your interest and arrange a suitable time to meet if you desire.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]