

XYZ Corp  
123 ABC Street  
Anytown, USA 12469  
(123) 456-7890

November 1, 1988

Title^ FName^ LName^  
Company?^  
Add1?^  
Add2?^  
City^, State^ Zip^

Dear Salutation^:

Thank you for your interest in our products. Enclosed you will find information about the products you requested.

Please don't hesitate to contact us if have more questions or are interested in purchasing one of our fine products.

Sincerely yours,

Bill Corp, President

BC/dd