

{Salutation} {First Name} {Last Name}
{Position}
{Company}
{Address 1}
{Address 2}
{Town/City}, {County} {Postcode}

{#Date}

Dear {Salutation} {Last Name}

{#I/We#} recently received your request for information regarding {#Product or item of interest#}. Enclosed you will find the requested information packet along with several other related items of interest. {#I/We#} hope you enjoy {#Product or item of interest#} and that you will contact {#Company} again if you require anything further.

Yours sincerely,

{#Username}
{#Company}

Encl.