North West Computer Supplies

205 Main Street, Suite: 400 La Brook, CA 91002 (415) 438-8901

Date: date

<u>CompanyName</u> <u>StreetAddress</u> <u>City</u>, <u>ST</u>, <u>ZIP</u>

Dear Mr. LastName:

We are proud to annouce that *North West Computer Supplies* has been chosen as a sole distributer for the new magnetic laser cartridges in the entire West Coast. The new magnetic cartridges can be used with a regular laser printer to print checks. The checks printed this way are acceptable by most banks in the United States.

<u>FirstName</u>, I would like to offer a free trial offer of this product to <u>CompanyName</u>. If you would like to take advantage of this offer, please call me at (415) 438-8901.

Sincerely,

(Product Manager)