

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

I plan to be in the [City] area on [date you will be there], and would like to talk about the prospect of [working with you on the XXXXX project, your purchasing our XXXXX, etc.]

To help you become familiar with [your own company] and our [products or services], I have enclosed some information about us.

I will call you [next week, on Tuesday, tomorrow] to see if we can set up an appointment. If you have any questions about [the project, our products or services, etc.] in the meantime, please feel free to phone me at [your phone number].

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]