

[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]

Re: Request for information about [topic]

[Salutation]

Please send me information about your [describe product(s) or service(s) you are interested in]. I heard about [Company] from [source of information: an ad, a brochure, a friend, etc.], and [your own company] is interested in purchasing [services or products] like yours.

[Your own company] is [describe your organization in terms that will make it clear to the reader what you need: number of people, volume of business, types of equipment, etc.], and we are especially interested in [describe a particular or type of product or service].

I hope the information you send can help us make a decision about purchasing [describe products or services]. Thank you.

Sincerely,

[Your Name]
[Your Position]

[Notations for Enclosures, cc:, etc.]