

[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]

Thank you for your interest in [product or service the reader requested info on]. I have enclosed some information about it and the other [products or services] we offer.

[Your own company] has been [describe what your company does] since [date], and we pride ourselves on providing quality [products or services] to companies like [Company].

If you have any questions about the material I've sent, or if you would like more information, please call me at [your phone number]. I would be happy to assist you.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]