

[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: Our phone conversation of [date of phone call]

[Salutation]

I have enclosed [whatever the reader requested], which you requested during our phone conversation [when the call was: yesterday, last Wednesday, etc.]. I have also included additional information about [your own company].

I would like to meet with you [next week, around the 27th, etc.] to discuss your needs further, and will call [tomorrow, next Monday] to set up an appointment. If you have any questions about the material I have sent, please call me at [your phone number].

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]