[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: THANK YOU FOR YOUR REQUEST FOR MORE INFORMATION**

Dear [CONTACT NAME],

Thank you for your request for more information on [PRODUCTS/SERVICES].

[YOUR COMPANY NAME] has been [PRODUCING or PROVIDING] [PRODUCTS/SERVICES] since [YEAR], and we have over [NUMBER OF CLIENTS] satisfied clients throughout the world. We have an excellent reputation for quality, reliability and service, and all our products are designed, engineered, and manufactured in [COUNTRY].

I have enclosed a catalogue that lists and describes our products. Please contact me for more sales information and application assistance. I would like to be of further service to you.

Again, thank you for your interest in [YOUR COMPANY NAME].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]