[DATE]

Contact Name

Address

Address2

City

Province

Postal Code

**RE: UPDATE ON A FEW THINGS WE ARE DOING**

Dear [CONTACT NAME],

It has been a long time since we had the pleasure of serving you, so I thought I would update you on a few things that we are doing that should be of interest to you.

I enclose two new catalogues of our most recent products. One is a [SPECIFY], and the other is [SPECIFY]. In addition I wanted to let you know that we have added some prestigious clients, companies such as [INSERT WELL-KNOWN CLIENTS]. We believe it is simply the result of our incredible products and our ongoing attention to customer care.

I will call you in a few days to answer any questions you may have and to see if you have some business concerns that our products can help resolve.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]