

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for Wholesale Price List

Dear :

I recently purchased several items from a local department store. I am requesting a wholesale price list for the following items: {list items}.

Thank you for your assistance in this matter. Please contact me if you have any questions or concerns.

Sincerely,

N A M E