

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

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

Re: Cover letter – Response to Phone Inquiry for Product Literature

Dear :

Thank you for calling and requesting information about the {product}. As I was telling you in our conversation, {product} is one of the best in the industry. It will completely change the way you {clean, eat, drive, work, etc.}. I have enclosed the literature telling you more about the product. Please feel free to contact us to discuss the product further.

Sincerely,

N A M E