

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: Request for Product Samples

Dear :

I am writing to request samples of {name of product}. We have had many inquiries regarding this product. Samples would be a great way to promote this product. Please send (number) samples of {product}.

Thank you for your help and cooperation. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E