

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: Introduce Self to Potential Supplier

Dear :

I am the owner of RITE Typing and Editing. In the two years that we have been in operation, we have experienced a huge increase in clients. My former office supplier is no longer able to provide the quantity and quality of the products I need. I am looking for another office supplier. My business needs an average of 30 cases of paper a week, 3 cases of ink cartridges a week, and vast amounts of general office products. Could you please send me information about your company?

Thank your for your assistance.

Sincerely,

N A M E