[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: YOUR INQUIRY**

Dear [CLIENT NAME],

Thank you for your inquiry regarding [NATURE OF INQUIRY].

We are enclosing our catalogue and price list for you to view and are confident that this will provide many of the answers you have asked.

Should there be any other information that you would like to have regarding our products, please contact us. We will do all we can to answer your questions.

Thank you for the positive views on our products. We look forward to welcoming you as a customer soon.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]