[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: SUBMITTING PRODUCT FOR DISTRIBUTION / RESALE**

Dear [CONTACT NAME],

Enclosed please find a sample of [LIST PRODUCT] for your review and evaluation.

The research that I have done indicates that [NAME OF PROSPECTIVE COMPANY] is one of this industry's leaders in product innovation and quality control.

I feel our product, the [NAME OF PRODUCT], would fit well into your current product mix. Like the products you currently carry, [NAME OF PRODUCT] is on the cutting edge of this industry's most exciting technologies.

I would be more than happy to meet with you personally to explore the mutual benefits of adding [NAME OF PRODUCT] to your current line.

In order to give you enough time to review and test my product, I will call you in two weeks, on [EXACT DAY AND DATE], to discuss your thoughts about [NAME OF PRODUCT].

Thank you for your time.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]