[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: REPRINT FOR OUR CONFERENCE – AN ARTICLE**

Dear [CONTACT NAME],

We are holding our National Sales Conference in [CITY] on [DATE]. The theme this year is [SPECIFY]. I was very impressed with the article, [TITLE] by [NAME OF THE AUTHOR], which appeared in the [MONTH] issue of [PUBLICATIONS].

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