[DATE]

Contact Name

Address

Address2

City,

Province

Postal Code

**RE: RESPONSE TO PHONE INQUIRY – PRODUCT LITERATURE**

Dear [CONTACT NAME],

Thank you for calling us today. It was a pleasure speaking with you and, as I promised, I am enclosing our literature on [PRODUCTS].

I will be happy to get together with you, upon your request, to explain the [PRODUCTS] which could assist you in your decision-making process.

Thank you again for the opportunity to talk with you today and, I am certain we can you with your requirements.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]