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123 Lane, Area 456,

City, State, Pin Code

February 16, 2012  
[Mention Recipient’s Address Here]  
  
Hello,  
  
[Reference name] mentioned that you were interested in knowing more about our [product or service]. If your business is currently considering [task], I'd like to take this chance of analyzing your requirements and provide you our catalog with all the necessary details.  
  
[Reference name] is one of our esteemed clients and I'm sure you can know more about the quality of the [product/service] our company offers. It would be great if I could set up a personal meeting with you, which would give you a much better idea about our [product or service].  
I look forward to our meeting and hopefully doing business together. Thank you for your consideration.

Thanks  
Kind Regards,  
  
Bob Travolta   
Encl: [List of enclosed items goes here]

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