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1~(Date)

2~(ADDRESSEE)

3~(COMPANY)

4~(ADDRESS)

5~(CITY), 6~(STATE) 7~(ZIP)

Dear 8~(NAME):

I thought I would follow-up on our recent phone conversation concerning [product] for 3~(COMPANY).

[This is where you need to place a few of the greatest features and benefits of your product.]

In addition to our [product], it is important to point out that the rest of our products are of the highest quality and offer the best value.

Sincerely,

Your Name
Marketing Representative