

Company, Inc.  
123 Alphabet Drive  
Los Angeles, California 90002

15 November 2012

Ms. Susan Smith  
Supervisor of Product Development  
Pet Supply Provider, Inc.  
472 Canine Road  
Los Angeles, California 90002

Dear Ms. Smith:

It was a pleasure meeting you at the conference last week. As we discussed, I sincerely believe that the widget gizmo produced by Company, Inc. can greatly streamline your production process. If you are still willing, I would like to bring some of the key members of my team along with me to meet with you at Pet Supply Provider, Inc. We would like to give you an overview of our services and discuss with you the best plan to suit your needs.

Meeting in person would allow us to fully evaluate your wants and needs. Our team is available to meet any time this week or next. Please let me know, at your earliest convenience, when you would be available.

Cordially,

Sam Brown  
Vice President of Company, Inc.  
555-555-5555  
s.brown@companyinc.com