

# PRODUCT SAMPLE REQUEST

Letter

[YOUR NAME]  
[YOUR COMPANY NAME]  
[YOUR ADDRESS]  
[YOUR EMAIL ADDRESS]  
[YOUR PHONE NUMBER]

June 5, 2053

**John Reece**  
878 Wescam Court  
Fallon, NV 89406

**Dear Mr. Reece,**

I am writing to express our interest in sampling your **[SPECIFIC PRODUCT]**. As a representative of **[YOUR COMPANY]**, we are continually seeking out products that align excellently with our Spartan standards of quality and performance.

Your product, the **[SPECIFIC PRODUCT]**, has caught our attention due to its impressive **[PRODUCT FEATURE]** and **[PRODUCT FEATURE]**. As such, we would appreciate the opportunity to trial a sample before committing to a larger order. The product sample will provide us with the certainty that your product meets our stringent requirements.

# Sample Letter Request A Product Selection Guide

**Clemens Wendtner**



## Sample Letter Request A Product Selection Guide:

The AMA Handbook of Business Letters Jeffrey L. Seglin, Edward Coleman, 2002 This book CD ROM reference for professionals teaches letter writing basics and offers style and grammar guidelines along with some 365 sample letters for sales marketing and public relations vendor and supplier issues credit and collections transmittal and confirmation personnel matters and every other business situation Appendices list frequently misused words punctuation guidelines abbreviations and telephone and online grammar hotlines The CD ROM contains all of the sample letters from the book which can be customized for immediate use Seglin teaches magazine publishing in the graduate department of writing literature and publishing at Emerson College Annotation copyrighted by Book News Inc Portland OR *IRS Published Product Catalog* United States. Internal Revenue Service, 1997 **AMA Handbook of Business Letters** Jeffrey Seglin, Edward Coleman, 2012-07-15 Though the fundamentals of letter writing have remained the same the way we communicate in business is constantly evolving With the understanding that consistently professional correspondence is essential to success in any industry The AMA Handbook of Business Letters offers readers a refresher course in letter writing basics including focusing the message establishing an appropriate tone and getting your readers attention You ll also receive tips that apply to all written forms of communication on things like salutations subject lines signatures and formatting Jeffrey Seglin communications director and professor of Harvard University s graduate and professional school and author Edward Coleman provide over 370 customizable model letters divided into categories reflecting various aspects of business such as sales marketing public relations customer service human resources credit and collection purchasing permissions and confirmations With helpful appendices listing common mistakes in grammar word usage and punctuation the latest version of this adaptable book extensively updated with more than 25 percent new material will assist professionals through every conceivable business correspondence with confidence *IRS Printed Product Catalog* United States. Internal Revenue Service, 1999 Catalog of War Production Board Reporting and Application Forms, as of November 2, 1945 United States. War Production Board, 1947 *Catalog of the War Production Board Reporting and Application Forms, as of November 2, 1945* United States Temporary Controls Office, United States. War Production Board, 1947 **Catalog of Superfund program information products** United States. Environmental Protection Agency. Office of Emergency and Remedial Response, 1994 Package X United States. Internal Revenue Service, 2002 **Monthly Catalog of United States Government Publications** , 2004 Catalog of Maps, Charts, and Related Products Defense Mapping Agency Combat Support Center (U.S.), 1993 Federal Employment Tax Forms United States. Internal Revenue Service, 2000 Master Pneumatic Tool Catalog , Reproducible Copies of Federal Tax Forms and Instructions United States. Internal Revenue Service, 2002 Catalog of Superfund Program Information Products 1994 United States. Environmental Protection Agency. Office of Emergency and Remedial Response, 1994 *Census Catalog and Guide* United States. Bureau of the Census, 1990

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