Dear Mr. Samuel Marley,

It was a great pleasure for me to have been introduced to you during the annual conference. I am an avid follower of the principles which have guided the success of your company through the years. It is a feat which is not easy to equal.

I am a sales representative of a company which has been supplying other companies with brochures and other printed materials. We have been in the business for twenty five years and we have the expertise to meet any requirements that you may have in your company brochures.

When we were talking on the conference, you have mentioned that you are in need for some promotional brochures which you will use for your new product launch.

I would like to have an appointment with you at your convenience to discuss the details of my offer. You can call me on my number for confirmation of the meeting.

Sincerely yours,

Max Sullivan