

[Your Name]
[Your Company]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]

Dear [Recipient Name],

I am writing to follow up on the information I sent to your office last week regarding [Product/Service Name]. I wanted to ensure that the package arrived safely and that you had a moment to look it over.

As mentioned in the mailer, we have been helping companies like yours [mention a specific benefit or solve a specific problem]. I believe our approach to [topic] could be particularly beneficial for [Recipient Company].

I would love to schedule a brief five-minute call to answer any questions you might have or to discuss how we can support your goals this quarter.

Are you available for a quick chat on [Day] at [Time]?

I look forward to hearing from you.

Best regards,

[Your Signature]

[Your Printed Name]