

[Your Name]
[Street Address]
[City, ST ZIP Code]

[Current Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Recipient Name]**:

[Business Partner] and I were both excited about your large order for [Name of Business Order by Recipient]. Although the [Business Name] instruction books have been very popular, I don't believe we've had an order like yours—215 copies!

I think you will find [Business Name]'s materials very easy to teach from, and I predict that you will receive outstanding results—better than from any materials by competing publishers.

We are now in the process of developing a film for the [Business Name] program, and I'll see that you get advance information on it. I'm sending you an advance copy of an article on the differences between bookkeeping and accounting, which will appear in the September issue of our newsletter. I hope you enjoy it.

Sincerely,

[Your Name]
[Title]