

# Request for Catalog Inclusion

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the inclusion of our new product, [Product Name], in your esteemed catalog. [Briefly describe the product and its unique features, benefits, and target audience.]

We believe that this product aligns well with your current offerings and will provide substantial value to your customers. Attached to this letter are additional details, including product specifications, pricing, and high-resolution images for your review.

Thank you for considering our request. I would be happy to discuss this further at your convenience. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]