

Request for Product Catalog Inclusion

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express our interest in including our products in your esteemed catalog. We believe that our [describe products briefly, e.g., "innovative kitchen appliances"] would complement your current offerings and provide significant value to your customers.

Our company, [Your Company], has been providing high-quality products for [number of years] years, and has built a reputation for [mention any awards, recognitions, or key achievements]. We are confident that our products would resonate well with your audience.

We would like to discuss the opportunity for inclusion in your catalog and explore potential synergies. Please find attached our product catalog and additional information for your review.

Thank you for considering our request. I look forward to the possibility of collaborating and hope to hear from you soon.

Warm regards,
[Your Name]
[Your Position]
[Your Company]