

# Support Request for New Product Introduction

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your support for the introduction of our new product, [Product Name]. We believe that this product will [briefly explain the benefits and potential impact of the product].

To ensure a successful launch, we would greatly appreciate your assistance in the following areas:

- [Specific support request #1]
- [Specific support request #2]
- [Specific support request #3]

We are confident that with your support, we can achieve our goals and deliver significant value to our customers. Please let us know if you are available for a meeting to discuss this further.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]