

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to acknowledge receipt of your request for product samples. We are glad to inform you that your request has been processed and the samples will be dispatched shortly to the address provided in your request.

Thank you for your interest in our products. Should you have any further questions or require additional information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Company]