

[Print on front of envelope] insert Address]

<<Contact Name>>  
<<Trading/Company Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

Please find enclosed a copy of our <<Annual Report for year>>.

The report not only gives the financial results for the year ending <<Date>>, together with the goals and plans for the coming year, but also contains a considerable amount of information concerning the activities of the <<Company/Group>>.

We thank you for your <<custom/attention>> and hope our products/services continue to meet your requirements.

Should you need any further information, please do not hesitate to contact us.

Yours sincerely,

<<Name>>  
<<Title>>

Encl. <<Annual Report for year>>

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