**LETTER TO REQUEST INFORMATION**

**Dreamtime Movies Ltd**  
54 Oxford Road, Skagnes SK3 4RG  
Tel: 0223 123 4567  
Email: info@dtmovies.co.uk

4 November 20XX

Lingua Services Galactic Ltd  
69 Milk Street  
LONDON SW7 6AW

Dear Sir,

I should be grateful if you would send us your brochure and price list about your translation services.

We are currently developing our sales literature and web sites and are interested in translating these into five languages apart from English.

I look forward to hearing from you.

Yours faithfully

***Andrea Philips***

Andrea Philips  
Marketing Manager