An Example Hard-Copy Letter

Your Name  
Your Street Address  
City, ST Zip

Business Name  
Business Address  
City, ST Zip

September 12, 20XX

To Whom It May Concern:

With reference to your advertisement in yesterday's New York Times, could you please send me a copy of your latest catalog? Is it also available online?

I look forward to hearing from you.

Yours faithfully,

(Signature)

Your Name

Your Job Title  
Your Company Name