**TO WHOM IT MAY CONCERN**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**[Name of recipient]**

**[Title]**

**[Company]**

**[Address]**

**[City, St. Zip]**

Dear **[Name of Recipient],**

**To Whom It May Concern:**

I received your request for a price quote on 50 reams of paper from Dunder Mifflin. I have attached the quote to this email and would be happy to answer any questions you have.

In addition, I would love to know your name and a little more about your business!

Kind Regards,

Sincerely,

**[Signature]**

Phyllis Vance