**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 noticed your company recently parted ways with its paper supplier. I work with Dunder Mifflin, a local Scranton paper supplier, and would like to speak with the person in charge of paper ordering at your company.

We pride ourselves on personalized customer service and fast delivery, and I’d love to see if we’re the right fit for you.

Best,

**[Yours signature]**

Jim Halpert