

**Your Company
Logo Here**

**Your Company Name
& Address Here**

Date: March 22, 2004

From: «Current_User_First_Name»
«Current_User_Last_Name»

To: «Contact_FirstName» «Contact_LastName»

Dept: «Current_User_Department»

Company:
«Contact_Company_CompanyName»

Re: «Opportunity_OpportunityName»

Tel: «Contact_Phone» ext.«Contact_Extension»

Fax: «Contact_Fax»

No. of pages including this one: 2



URGENT !

ORDER ON HOLD !

Thank your for the order you recently faxed us on the «Opportunity_OpportunityName» project.

Before we can proceed, we need you to supply the information indicated on the order form to follow this cover letter.

Thank you in advance for your prompt response.

Sincerely,

«Current_User_First_Name» «Current_User_Last_Name»

«Current_User_Job_Title»

Phone Ext.:

Email: «Current_User_Home_Email»

