

Letter Requesting Inclusion on Website

This package contains:

1. Instructions & Checklist for Writing a Letter Requesting Inclusion on Website
2. Letter Requesting Inclusion on Website

Instructions & Checklist for a Letter Requesting Inclusion on Website

- This package contains: (1) Instructions & Checklist for a Letter Requesting Inclusion on Website; and (2) Letter Requesting Inclusion on Website.

- This form is designed to assist you in drafting a marketing letter to the owner of a website requesting that your company name and/or a description of your products/services be listed on their site.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 5, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I have recently discovered [Recipient Company Name]'s website. Your site is quite impressive; [Here describe features of the site that impressed you, i.e., *your state-of-the-art design is very appealing, your product description well crafted*}, and I am contacting you to suggest adding a link to [Your Company Name]'s website that I am confident will bring mutual benefit.

There is no doubt in my mind that visitors to your site would be interested in learning what [Your Company Name] can offer them, and vice-versa: visitors to our site will have an interest in learning about your product, and of course, we will feature [Recipient Company Name]'s site with a link on ours, which will be placed on a page of your choice.

Please contact me at your earliest convenience so we can discuss this idea. I look forward to hearing from you.

Cordially,

[Your Name]

Enclosures