

(Date of Letter)

(Name of Company)

(Attn: Merchandising Department)

(Street Address)

(City, State and Zip Code)

RE: Merchandising Policy

Dear Merchandising Clerk:

Kindly provide the undersigned with an explanation of the merchandising policy that your company maintains relative to the sale and distribution of its product. If there are any written parameters under which the merchandising of your product is presented to the market place, copies of those policies are hereby requested. Please indicate how your marketing policies are established and who exactly is responsible for establishing those policies. Also identify any specific state and/or federal standards your company follows in establishing its marketing policies. If there are parameters under which your marketing policies are established, please describe those parameters and indicate what particular practices you follow to comply with the marketing practices of your company. Also, please identify the individual who is responsible for these policies and who would address any issues that may arise relative to said policies. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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