

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Subject of the Letter]

[Opening paragraph: Briefly introduce the purpose of the letter.]

[Body paragraph: Provide detailed information regarding the GEM OEM request, including specifications, requirements, and any relevant timelines.]

[Additional paragraphs: Include any necessary supporting information, case studies, or examples to strengthen your request.]

[Closing paragraph: Summarize the key points and express your willingness to discuss further or provide additional information.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]