

New message

Saturday, May 7, 2022

From: ci@naturalfoodemporium.ca

To: PaulOudeh@andersonmanu.ca

Sender's and receiver's
email addresses

Subject: Inquiry about possible shelving project

Clear subject line

Salutation

Dear Mr. Oudeh:

Can Anderson Manufacturing produce and install stainless steel shelving for Natural Food Emporium in Collingwood? Natural Foods is scheduled to open on October 2, 2022.

Main point

From your brochure, I noticed that you have completed similar projects for several large-scale grocery stores. Does your firm work on smaller scale projects like ours?

Our site construction – drywall, flooring, electrical, and heating – will be completed by August 12. Refrigerators and cashier stations will be installed by August 30.

Details
paragraphs

Could you schedule installation during the first weeks of September?

Lastly, customer reviews indicate that previous clients have been satisfied with the quality of your work and your pricing. However, pricing details were not available. Could you provide me with a rough estimate on cost?

I look forward to receiving answers to my questions.

Close

Regards,

Sign off

Connie Iannicito, Natural Food Emporium, Owner

Natural Food Emporium

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Company information
and sender's details