

Natural Food Emporium
456 Main Street
Collingwood, ON L6Y0B1
704 (445-2288)
cl@aturalfoodemporium.ca

Company letter head

May 7, 2022

Date written out

Mr. Michael Oudeh
Anderson Manufacturing Inc.
123 Industrial Road, Aurora ON L4E 1A2

Receiver's address

Dear Mr. Oudeh:

Salutation

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 competed 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 week 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

Company position identification