

**Anderson Manufacturing Inc**  
123 Industrial Road, Aurora ON L4E 1A2  
(905) 737-7665 www.andersonmanu.ca

Company  
letterhead

May 14, 2022

Date written out

Ms. Connie Ianncito  
Natural Food Emporium  
456 Main Street  
Collingwood, ON L6Y0B1

Receivers' address

Dear Ms. Ianncito:

Salutation

Thank you for your interest in our company. Anderson Manufacturing can certainly produce and install the stainless-steel shelving you require for the Natural Food Emporium opening on October 12, 2022.

Main Point

As an initial step, please provide me with specifications and drawings that include the number of required shelves, their size, and their positioning. Once I receive them, I can provide you with an estimate of the manufacturing and installation cost.

Details paragraphs

The estimate could run 10-15 percent higher or lower. If you are satisfied with the estimate, I can arrange for one of our engineers to visit your site, take more exact measures and provide you with an updated cost and an installation time-line.

Please send me the specifications as soon as you can so that I can do my part in helping you stay on schedule.

Close

Sincerely,

Sign off

Paul Oudeh, Sales Representative

Company position  
identification