February 10, 2010

Mr. Barry Jones

Marketing Head

Sure Suppliers, Inc.

London, E5 9LB

Dear Mr. Jones,

The London Hotels, Co. is a medium-sized company with three branches in the country.  Our hotels and restaurants have a mediterranean theme and thus, we require large amounts of fruits, vegetables, meat, fish, and other ingredients and condiments everyday.  Our supplies have to be fresh and delivered every other day with the kind and amount of orders varying each time depending on the customers.

We are currently looking for suppliers that could meet our demands.  We have seen your company’s advertisements and we are thus interested in knowing more about your services.  Please call me at 020 8539 6989.  I hope we could discuss details about the source of your food supplies as well as arrangements for delivery that you offer.

Thank you.  We hope to hear from you soon.

Sincerely,

Ms. Margaret Smithson