Mr. Steve Clive

Sales Representative

Efficient Appliances Co.

FL 33054

January 15, 2011

Ms. Reese Damon

Lincoln Ave

Opa Locka, FL 33054

Dear Ms. Damon,

A pleasant day to you!

I represent Efficient Appliances Co., a well-known company producing home appliances such as kitchen appliances and entertainment appliances.  Our company is one of the best in the field and we have also reaped several awards in the past thirty years of our existence for our high quality and efficient products.

We have recently opened a branch in town and I would like to introduce to you our products.  I have attached a copy of our brochure which showcases our most popular products.  We will be selling all products at a special discount on our opening day next week and we hope you would be able to visit our store.  We will gladly assist you in looking for the appliances that you need.

If you are interested in knowing more about our products, please contact me at 305-685-4678.

Thank you.

Sincerely,

Steve Clive