From,

Tony Wallace,

High-End Party Organizers,

New York 548876

To,

Elena Tipsy,

Augustine Investment Bankers,

30A All-Park Avenue,

New York 528892

Dear Madam,

I am, Tony Wallace, from High-End Party Organizers having professional service experience of organizing party events in corporate world.  I would be delighted that if we can organize any of your upcoming parties or events happening at your places or the place you would prefer to get it organized.  Certainly, you need not to worry about the quality of the event which we are going to handle on your behalf.  Just to make assure of that fact, we have successfully organized mega events like Miss Corporate Pageant of America, Corporate Excellence Awards, etc.

There have been instances where we have been associated with other organizers to provide one of it kinds in lifetime of a corporate world.  We do not charge in advance for any extra services you might render during that event or party.  There is no doubt about completion of party in time since we have separate departments handling each and every thing.

I am looking ahead to your reply as soon as possible.

Yours Sincerely,

Tony Wallace