XXX Corporation

5689 Avenue Street

Quadrangle Park, NY 56986

21st April, 2010

Mrs. Mary Susan

1563 Lattice Street

Chicago, CL 69856

Reference: CD

Dear Mary

It was very nice to meet you at the XXX conference in Texas. I appreciate that you liked the CD’s that were spotted on our stall. However we are very sorry that you dint get a chance to purchase the CD’s. We were running short of stock.

I have sent the CD’s at your address. I hope you liked them. The CD’s have all the information that you had asked for. We appreciate that you liked what our company had placed before you.

Please do send in your feedback. You can contact us any time in regards with any kind of queries. Our contact number and email address is on the CD’s.

Thanking you

Yours sincerely

Mathews Davidson

(Signature should be attested along with the letter)