Ms. Jane Hanks

Woodlake Drive

Cockeysville, MD 21030

July 7, 2010

Ms. Anne Newman

Sales Representative

Great Look Accessories

Berlin, MD 21811

Dear Ms. Newman,

I am an owner of a local shop and I would like to inquire about a new product of yours that you recently launched.  I am interested in purchasing the product as one of the products I would sell in my shop and I would like to know the following:

1. Are the accessories available in various colors?
2. Do the accessories pass government standards?
3. What are the discounts I could get if I purchase the accessories in bulk?
4. Do you offer a special retail package?

I am a regular customer of yours and I really like your products.  They are of high quality and I am impressed by your designs.  Please course the response to my inquiry through the address above.  You may contact me at 410-667-3988.

Thank you.  I hope for your speedy action.

Sincerely,

Jane Hanks