From,

Andy Smith,

Professional Parcel & Courier Services,

New Jersey 09930

To,

Erika Hell,

American Builders Association,

Times Park,

New Jersey 03342

Dear Madam,

I am, Andy Smith, from Professional Parcel & Courier Services providing professional document services to every counties of New Jersey.  We would like to get your account so as to relieve your pressure about safe document delivery in time and to grow our business with you.  We have dedicated call center for any grievances arising out of any transaction between us.  Though, on record, there have been no major grievances faced by our clients regarding any delay, missing of documents, etc.

We are going to provide you a service wherein you will get our executive reach at office within 30 minutes of a phone call, no matter where you are in New Jersey.  This is not a tall claim considering that we have been following this since past 5 years now.

Any details required by you on any of our services or issues, our executives are going to greatly entertain in a timely fashion.

Yours Sincerely,

Andy Smith