


" Left Margin →



MEAT PACKING

1324 Ranch Road Laramie, WY 73849 524-938-9485

← 1" Right Margin

May 30, 2005 ← Today's Date

← Company Logo, Name, & Address

Blank Lines

Ms. Michelle Bolton, Director of Marketing ← Recipient Name & Title
 Stuart Anderson Restaurants ← Company or Organization
 3340 Woodside Road ← Recipient Address
 Los Altos, CA 94022

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Dear Ms. Bolton: ← Appropriate Greeting & Punctuation

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First of all, on behalf of all the employees of ABC Meat Packing, we would like to thank Stuart Anderson Restaurants for the great business relationship that we have shared for the past ten years. As part of this anniversary, we would like to propose a special promotion that features ABC on menus, in table specials, and in your TV commercials.

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Right photo layout →

As part of this promo, we have contracted with Ty Murray to be our spokesperson. Ty is one of the greatest rodeo cowboys ever with several National Finals Rodeo Titles. He will be featured promoting ABC products.

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The other part of this promotion is special pricing on ABC products. The following table outlines our promo pricing:

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<u>CUT</u>	<u>QUANTITY</u>	Table Headings: -- Bold -- Underlined -- All Caps	<u>UNIT PRICE</u>
<i>New York Strip</i>	100		\$3.67
<i>Filet Mignon</i>	75		\$5.12 ← 1/2" from Margin
<i>T-Bone</i>	125		\$4.37

← 1/2" from Margin

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We are very excited about generating a great deal of brand recognition for both of our businesses. Please contact me with any questions you might have regarding implementation.

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Sincerely, ← Appropriate Closing & Punctuation

Blank Lines

William Crabtree ← Your Name

