

Charles Hicks Letter

Please key the following letter to Charles A. Hicks, Sales Manager, Computer Connection, 1206 NE Douglas, Lee's Summit, MO 64086. This letter is from Edna Renick, Manager, Administrative Support Department. Bullet the three items in paragraph two. Use the current date. Include an appropriate, brief, and descriptive subject line. Correct all spelling and grammatical errors.

We appreciate your interest in our products and our happy to answer all of the question in your October 8 letter.

We will ship orders directly to you. I have enclosed a catalog showing a wide variety of computer hardware and software in the \$500 to \$1,500 price range. You will receive a 10 percent discount on an order of 10 items or more.

For your convenience, a preaddressed postage-paid order form is enclosed with the catalog. After you've looked through the catalog please give me a call at 1-800-555-6389 if you have additional questions or if you need more information about any of the items in the catalog. You can also place your order by calling us toll free at 1-800-555-9678 from 8 a.m. until 9 p.m. Monday through Friday.

Sincerely