

<u>Heading</u>	<p style="text-align: center;"><i>Golden Bread Company</i></p> <p style="text-align: center;"><i>123 Loaf Street</i></p> <p style="text-align: center;"><i>Silver City, Colorado 80451</i></p>
<u>Date</u>	October 1, 2003
<u>Inside Address</u>	<p>Ms. Ida Mae Knott Purchasing Agent Better Widget Makers, Inc. 5555 Widget Avenue Silver City, CO 80456</p>
<u>Salutation</u>	Dear Ms. Knott,
<u>Body</u>	<p>Congratulations on your new cafeteria and thanks for considering the Golden Bread Company to fulfill your bakery needs. I can assure you that we have both the capability and the experience to handle your account.</p> <p>It certainly appears to me that your needs are large enough to fall into the volume category that fits our very best wholesale pricing structure.</p> <p>Your letter of September 26 indicated some urgency in completing a budget and submitting a proposal. To help expedite the matter I have instructed my Sales Manager, Bill Erp, to personally deliver this packet of information. I have included a chart from each of our departments detailing the individual items in each product line, their wholesale prices and the volume quantities at which cost breaks are given.</p> <p>In consideration of an annual contract, further discounts are available and, at your convenience, I am more than happy to meet with you personally. I am hopeful that you will have had a chance to review these materials by Friday, October 3 and will call then to set an appointment.</p> <p>If I may be of further assistance before then, please do not hesitate to call. I may be reached at (970) 318-1212.</p>
<u>Complimentary Close</u>	<p>Thank you,</p> <p>Russ Hamilton Vice President, Sales and Marketing</p>
<u>Notifications</u>	Enclosure: Wholesale Pricing Packet