



**Workplace Stationery**  
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Andy Carroll  
Suite 103  
1203 Main Street  
Lakeview  
93000

Dear Andy,

**Re: "Business Basics"**

As you would be aware, Workplace Stationery has been providing high quality stationery and services since 1947. In that time we have grown from a single corner store with just 12 staff to more than 50 outlets nation-wide and a team of experts numbering more than 1,200.

Andy, our growth has always been based on a time-tested philosophy of friendly, expert service and high quality products. With that in mind, and as a valued customer of our Lakeview store, we would like to announce a series of workshops called "Business Basics".

These workshops are for free and will be held every Saturday at 12:00 in the loading dock of the Lakeview store. Snacks and refreshments will also be available and you are more than welcome to bring a friend.

There will be several workshops to select from. Each hour long workshop is facilitated by a qualified instructor and includes hands-on experience. Each participant will also receive "Business Hints" a useful guide to common business tasks.

And, as a further reward for being a valued customer, we would like to offer you a discount certificate which you may collect at any of these workshops. These certificates entitle you to a 20% discount on the shelf price of any items used in the workshops. It offers you the perfect way to "try before you buy" and, at the same time, gain some tips from an expert.

Business Basics workshops will be running for the next two months. Interest appears to be very high so we suggest you reserve a space at the workshops you are interested in. You can view a list of courses on our web site ([www.workplacestationery.com](http://www.workplacestationery.com)). *Feel free to call the Lakeview store manager, John, on 555-5111 to make your reservation.*

Thank you for being a valued customer and we look forward to seeing you at our Lakeview store soon.

Regards,

John Clark  
Store Manager  
Workplace Stationery, Lakeview

