



Sample Company
123 Main Street
Anytown, US 12345
Phone:888-555-1212 Fax:888-555-5555
www.mycompany.com

AIRPORT TECH SERVICES
474 MAIN STREET
ANYTOWN, US 90210

Date: 1/3/2004

Dear: JAY SMITCH

On 2/3/2005 I forwarded to your office a quote # Q050203-01 for the following:

2 CM Model # 0212 - CARRY BAG- SERIES 602

3 Baktor Model # 333B - 75HP,3600RPM,1PH,60HZ,3524C,BUFF

My aim is to provide you with the most reputable and reliable service within our industry.
Your patronage and complete satisfaction is my #1 priority.

Please take a moment and advise the status of this quote.

Thank you for your response !

Sincerely,

SAL