

BLOCK STYLE LETTER
STANDARD OF QUALITY

October 15, 20XX

Mrs. Freida Students
Acme Manufacturing Company
309 Madison Avenue
Milwaukee, WI 49001

Dear Mrs. Students

EQUIPMENT ORDER

Thank you for your prompt attention to our order No. 123232 for six bandsaws and four drill presses.

After uncrating the equipment, we found that setup instructions were not included. Would you be good enough to send us four or five copies of setup instructions for S01823-0 bandsaws and S-2832-0 drill presses?

In addition, we would very much appreciate it if your service manager could stop in and check our setup the next time he is in the area. Do you know when he might be available?

I am enclosing a copy of our initial order for your convenience. We know that we can count on your usual good service to handle these matters for us.

Sincerely yours

Mrs. Desires Ofsun
Equipment Supervisor

kl

Enclosure

C Ms. Rathje