As you know, operating an import business in the global arena requires careful consideration of current economic and environmental conditions, as well as of political issues that could affect our ability to maintain a viable business. When we select our product sorces, we strive to not only to improve the local economy but to to ensure the preservation of fragile ecologies. It is a complex balancing act, but we are commited to maximizing our positive impacts while causing no negative impacts.

An exciting and challenging venture, and we would like to invite you to visit our corporate office to discuss any information you might need with Sidney Higa, one of our purchasing agents. You may contact Sidney through our main number at (925) 555-0167, through e-mail at sidney@wideworldimporters.com, or by regular mail at our corporate address.

In the meantime, here is a packet of informational material that includes a list of products and suppliers, a travel manual used by our purchasing agents in the field, and our mission statement, which outlines our commitment to supporting grass-root businesses, such as Contoso.

Sincerely,

Florian Stiller

President