

Worldwide Sporting Goods*1234 Leisure Drive**Media, PA 19107**(610) 555-4321*

November 5, 2019

Mr. Robert Campanellas

1223 Superior Avenue

Cleveland, OH 44183

Dear Mr. Campanellas:

Thank you for choosing Worldwide Sporting Goods as your primary supplier of recreational equipment. Worldwide is proud of its twenty-year history of supplying quality products and excellent customer service. We have grown with the sporting goods industry, and currently serve customers throughout the United States, Canada, and Mexico.

The enclosed packet includes Worldwide's product catalog, highlights of the benefits of stocking your store with Worldwide Sporting Goods products, details of the terms and conditions of all sales, and our advertising agreement.

An equipment and supply order form is also included. Your initial credit limit is \$3500. After six months, we will review your credit status and adjust the limit, as warranted. Mr. Campanellas, I look forward to receiving your first order and working with you to meet all of your equipment and supply needs.

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If you have any questions, please call me. The following is a list of company phone numbers that you may find helpful.



Office	Phone Number
Regional Headquarters	800-887-9400
Customer Service	800-887-9401
Thomas A. Stevenson	312-888-3265

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Sincerely,

Thomas A. Stevenson
Sales Representative