***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 through 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 are also included. Your initial credit limit is $3500. After six months, we will review your credit status and adjust and adjust the limit, as warranted. Mr. Campanellas. I look forward to receiving your first order and working with you to meet all 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

Sincerely,

Thomas A. Stevenson

Sales Representative