As you know, operateing an import business that sells a new item such as Quirggels 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.

This is a exciting and challenging venture, and we wood like to invite you to visit our corporate office to discuss your needs with our purchasing agent Cristina Potra. In the event that you are unable to visit in person, you may contact Cristina through our main number at (925) 555-0167, through email at cristina@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 manuel 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,

Joan Lambert

President