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Dear Amy,

Last week, you told me about considering renovating your kitchen. You explained how rotten shelves because of termites, and broken cupboard is damaging the esthetics of the kitchen. I think it’s very wise to upgrade wooden frames since they are in awful shape. However, I want to suggest some tips while replacing wooden items.

In my opinion, you should consider replacing the wooden shelves with a metal one. Metal items are more durable than a wooden one, and it’s doubtful that they will get any termites. In my home I am using metal shelves for six years and they are maintenance-friendly and also gives an elegant look to my kitchen.

If you want to explore more about metal kitchen items, I suggest visiting the “home depo” store where you will find the best options in an affordable price range. If you want, I can come with you and help you choose the right equipment’s. I also have a prime membership, which helps you get an extra discount on products.

I wish you good luck in renovating your kitchen.

I am looking forward to your response.

Thanks

Tom Henkel

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Dear Survey committee,

I am writing in response to the survey sent this morning regarding the proposal to change the vacation policy. In my opinion I am more inclined towards the new proposed plan. Some of our colleagues may want to keep the old plan; however, that plan had some critical drawbacks.

Firstly, the plan had very limited cumulative vacation days. Total of three weeks’ vacation was very less days off for the employees. I read in the news article that average of four weeks is standard paid holidays that an employee should get. I think most of the employees were unhappy with the substandard vacation policy.

The new proposed plan will empower the employees to spend more time with their families. Winter holidays are most crucial time of the year for the people to travel to their grandparents and spend Christmas and new year holidays with them. I think with extended one-week paid holidays colleagues can spend more time with their loved ones.

I hope the team will consider my suggestions while making a decision. At last, I want to thank the committee for providing a platform to voice my opinions.

I am looking forward to the survey results.

Thanks

Tom Henkel