

**B) Business Letter:**



Morocco Hotel Group

Where happy memories are made

**Mr. James Restovino**

Crystal Cleaning Inc.

433 West Virginia Avenue

Albany, NY 56890

September 31, 2023

**Dear Mr. James Restovino,**

This letter is to inform you that as of January 1, 2023, we will no longer be using your cleaning services for our hotel chain. Please accept this letter as the official advanced notification specified in our contract.

We are terminating our contract due to a major change in our business strategy. Although I am pleased with Crystal Cleaning's service, this change is necessary for us in light of the direction we are moving in.

We recognize that you have been our go-to cleaning company for the past three years. We appreciate your high standards and attention to detail. We expect to maintain the bar your organization has set as we move forward.

Thank you, and if you have any questions regarding this contract termination letter, please call me at 518-505-5587.

Sincerely,

Meena Massan

Morocco Hotel Group Business Development Manager

518-915-7889

[www.moroccohotelgroup.com](http://www.moroccohotelgroup.com)

**C) Correspondence Email:**

**Topic: Sending a product catalogue**

*Subject: New product catalogue*

*Dear Ms.ABC,*

*Following your request, we have recently sent you our new catalogue. We are convinced that it will enable you to see the quality of our products. Our local agent will contact you soon to arrange a meeting on a day and time that suits you in order to discuss in detail how our products can be of benefit to your company's needs.*

*For further information, please do not hesitate to contact us.*

*Yours sincerely,*

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