

Enovation
123 Fake St.
Ottawa, Ontario, K1B 4Z2

February 19, 2020

Mr. Joe Veryard
Algonquin College
1234 Woodroffe Ave.
Ottawa, ON K8H 7J6

Good day Mr. Veryard,

We would like to thank you for reaching out to us through our website. We are Enovation; a well-respected general contracting company operating in the National Capital Region of Canada. We take on jobs of all shapes and sizes and would love to help you in planning your sunroom project.

First, we would need a bit more information in order to be able to create a plan and make recommendations regarding your sunroom. Please answer the following questions so that we may help you to the best of our abilities:

1. Will this new sunroom be a renovation/conversion of an existing space within your home or will this be an addition? **This will be an addition.**
2. What type of sunroom are you looking for? (prefabricated solarium, 4-season sunroom, 3-season sunroom.) **I am looking for a 3-season sunroom.**
3. What is your intended use? (for how many people, what size, power/lights) **I am looking for a room 12' X 20' and 9' high. Normally, there will be two of us using the room but we might have up to four guests. I have no preference regarding lighting although I hope that there would be ample natural light.**
4. What is your budget for this project? **My budget for the sunroom ranges from \$30,000 to \$40,000.**
5. What is your timeline for this project? (start date/finish date) **I am looking for the job to be started Spring 2020 and I would like to have access to it before we get too far into the Fall.**
6. Do you have finishes for both inside and outside the sunroom already picked out? Will it need to match an existing aesthetic? **The dominant paint colour in the house is off-white. We have hardwood flooring. I will take your recommendations as to a good match.**
7. Will the sunroom be open concept to the house, or closed off? **I would like to have it largely closed off from the house with a single or double access door.**
8. Will the sunroom have a door accessing the outdoors or no? **I would like to have a door with access to the outside.**

Please answer these questions and include any other specific details you have already decided on. We would also recommend having someone from Enovation come out to have a look at existing conditions to avoid any surprises and to provide you with an accurate plan. We would be happy to provide you with a free quote. We look forward to your response to discuss this further.

Kind Regards,

AutoAdvise
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October 19, 2021

Mr. Joe Veryard
Algonquin College
1234 Woodroffe Ave.
Ottawa, ON K8H 7J6

Dear Mr. Veryard,

AutoAdvise is a Canadian company that specializes in taking vehicle recommendation inquiries and providing clients with the information they need to make the right purchase. Our community has specialized in meeting our client's diverse demands for over 35 years. As your advisor, we would like to personally thank you for requesting our professionalism and guidance on your next automotive purchase. Since you need to find a specific vehicle that can tackle a multitude of tasks, we've got you covered. **Excellent introduction containing background information and a persuasive tone.**

Previously, you stated that the vehicle you are looking for is a truck for your son who is starting his own landscaping business. You also mentioned that it needs to transport his equipment, pull a trailer, and plow driveways. To help us find exactly what you need, please answer the following questions so we can advise you as effectively as possible:

1. What is your budget? This will allow us to gauge a price range suitable for you. **I am looking in the range of \$20000 to \$25000.**
2. What should the towing capacity be? This takes into account the weight of trailers, landscaping materials, and additional landscaping/snow removal equipment. **Towing capacity should be 4000 to 5000 kg.**
3. Is fuel efficiency important? If so, what should the fuel efficiency range be? **I am looking for a truck that uses around 12 or 13 litres over a 100 kilometres.**
4. What cab size is required? Regular, extended, or crew cab? Cab size will be dependent on the landscaping crew size over the lifespan of the truck. **I would need at least an extended cab.**
5. What size of truck bed is required? Short, standard, or long? This will depend on what is being hauled around regularly. **We would require at least standard length.**
6. Is transmission type a preference? If so, manual or automatic? Manual provides improved engine control whereas automatic is more user-friendly. **Automatic is our preference at this time.**
7. Would a four-wheel drive feature be important? This may be useful when landscaping in remote areas or while plowing driveways during the winter months. **Four-wheel drive would be essential.**
8. Would you have a preference in terms of aesthetics and features? This will help us get some insight to find the ideal truck style that meets your needs. **Aesthetics are not a big issue. We would hope for upholstery that could take some wear and tear without damage. Air conditioning would be important.**

We recommend consulting your son to find out exactly what his preferences/expectations are, then taking your time to answer our questions thoroughly. Once we receive this information from you, our team will use our industry leading resources to locate the exact truck that meets your demands. If you have any other questions, do not hesitate to reach out. Our team looks forward to hearing from you. Remember, we've got you covered. **Excellent concluding paragraph!**

Thank you for your time,

AutoAdvise