**Company Name**

3003 North 1st Street Suite 319, 320, 321 San Jose, CA 95134, U.S.A.  
Tel. 1-408-519-5770. 5771

Receive Morgan

Reference James

Date 2017.12.31

Title Q&A

Dear **Morgan**

Hi. Mr. Morgan. The furniture you requested arrived yesterday. You said you wanted a cabinet, chair and drawer. But the last one is unavailable. Martin Woods said they haven’t yet received materials for the product from their supplier. But they promised to deliver the product no later than the day after tomorrow at the latest. The cabinet features comfortable functions such as the file organizer and sliding door, which allows the user to open and close it more easily and safer, and has lighter weight and pleasant color.

I believe the cabinet will no doubt satisfy you more than expected. The chair is also the latest product of Martin Woods Inc. The purchase is also remarkable in that it is ergonomically designed for those sitting at his or her desk for a long time, relieving their waist pain and allowing them to stretch their body without getting up from the chair. Please reply to me as soon as possible.

Sincerely yours,