***RGI International***

Communication Consultants

4063 South King’s Street

Winnipeg, MB R3C 3S7

October 16, 2012

Mr. Donald Lee

Chief Executive Officer

Vancourt Business Systems Inc.

2 Sheppard Avenue East

Willowdale, ON M2N 5Y7

Dear Mr. Lee:

My analysis of 300 major companies in Canada and the U.S shows that 276, or 92%, prefer the full block letter style for their corporate communications and informal letter reports. I have enclosed my report and a graph depicting the industries represented in the survey.

In the full block letter format, every line starts at the left margin which simplifies typing; however, shorter (one-page) letter reports have to be carefully centred vertically on the page if they are to achieve a balanced appearance.

Because it conveys the impression of a modern, forward-thinking organization, I recommend you adopt the full block letter style for Vancourt Business Systems’ correspondence.

Sincerely,

Mariah Kaye

Senior Consultant

Enclosure(s)