February 23, 2018

14758 Corporation Way

Somwhereville, VA 22590

Dear Mr. Jackson:

I hope that you are doing well, I would like to thank you for informing us that Jerry Gurgich has been tasked with conducting a study to address the overwhelming overcrowding situation we are encountering. I understand that this is a serious problem for our region and we have previously never had a solution to this in the history of Harvest Hills and True Colors.

However, I have a proposal that may solve this issue once and for all. After being with the company for an extended period of time I have come to realize a few things. I realized that we have an average of 20 or more regular lunch-time customers at three specific offices. If we were to implement a delivery service to these three offices, I guarantee that we can reduce the overcrowding by at least 60 seats.

I know that this may seem like a risk, but I believe that this is the solution that Harvest Hills has needed for the past few years. With your permission, I could get this started by the beginning of the following week and we could gather the data and report that back to you as soon as possible. Please feel free to contact me at (123)-456-7891. I look forward to working with you to resolve this matter.

Sincerely,

Chance Johnson



**Harvest Hills**