Madeline Sidney

Westbury Convention Center

8832 Westbury Square  
Nutonne, PA 18539  
Phone: 555-9095

\*\* This is a repeat customer! \*\*

Mr. Aaron Jenkins

Best Business Solutions

42 Industrial Parkway

Suite 210

Nutonne, PA 18539

March 28, 2008

Dear Mr. Jenkins:

Thank you for selecting Westbury Convention Center for your next convention. We have reserved the Green Room, which accommodates 250 people, in the East Pavilion from April 8 through April 11, 2008. According to your instructions, we will arrange the room with a three-section head table with seating for 15 and the remaining tables seating 20 participants each. As you requested, this room has direct street access, wireless Internet access, and DLP equipment.

In addition to conference rooms, Westbury Convention Center also offers three dining facilities, a coffee shop, beautiful outdoor areas, a gift shop, and rooms for overnight guests. We take great pride in our facilities and hope to make your convention a successful, productive, and pleasant one.

Thank you again for trusting Westbury Convention Center with your convention. We look forward to serving you.

Sincerely,

Madeline Sidney

To confirm your reservation, please digitally sign and return this letter to us at [sidney@westbury.com](mailto:sidney@westbury.com).