10/26/2017

«AddressBlock»

«GreetingLine»

Enclosed are samples of our business cards, letterhead, marketing folders, and brochure covers. Also enclosed is a pricing card from our current printer.

We plan to order all of the items listed above. Some of the factors we will consider when making our decision include price, quality, and completion time. We will also be working on new designs for our marketing folders sometime in the next few months. Please contact me if you require additional information.

Sincerely,

Gloria Munoz

Managing Partner

Enclosures