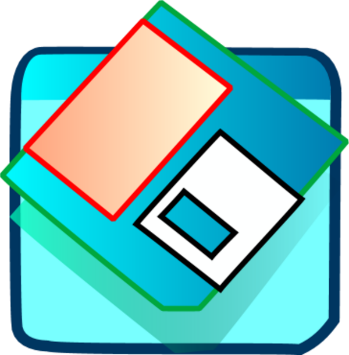
PERIPHERALS PLUS



(312) 555-0987

100Baxter Boulevard, Chicago, IL. 60601

September 22, 2016

Mr. Fred Jones

ABC Products

234-15 56 Avenue

Bayside, NY 11364

Dear Mr. Jones:

We would like to take this opportunity to thank you for your recent floppy disk order. We are happy to welcome you as a new customer to Peripherals Plus.

At Peripherals Plus we hope to meet all your computer input, output, and storage device needs. If you ever have any comments or questions, please feel free to contact your service representative, at 800-555-1234.

Sincerely,

Your name

President



(646) 896-4485

14428 Barclay Ave, Flushing, NY. 11355

Thursday, September 22, 2016

Stu Asser

Queensborough Community College

234-15 56 Avenue

Bayside, NY 11364

Dear Mr. Asser:

I am so glad, I have the opportunity to come and study at the Queensborough Community College. I have been away from the school for almost 10 years. At the beginning of this semester, I am worried about myself, and always question myself am I still able to study again? However, the student manager Mrs. Cole who works for ASAP program helps me a lot. We meet twice a month, she would like to give the information what I should take the benefit from the school and also take care how I follow the class. Furthermore, if I have something that I cannot solve, she is always there and ready to jump in it. Thus, that really makes my college life way too easy. I am so appreciative the QCC is offering not only the nice environment but the good student adviser service also. As a student who can be studying and live on this campus is so lucky.

Thank You.

Sincerely,

Xin Shen

QCC Student