

Alec's Snow Shoveling



1234 Snow Lane • Anytown, Alaska 98765 • (907) 555-1234

Snow Problem? No Problem!

October 10, 1999

Jane Customer
1234 Sunny Street
Anytown, Alaska 98765

Dear Ms. Customer:

Thank you for hiring me to shovel your driveway this winter. You can be sure I will be there bright and early at the first snowfall and every snowfall this season. Please mention me to your friends, too!

Sincerely,

Alec Smith
President, Alec's Snow Shoveling