

ST. ANTHONY'S

ELDSIDE GOLF COURSE

1000 S. Main St.
Elderside, IL 60120

Dear Sirs:
I am writing to you regarding the recent purchase of a new piece of equipment for the course. The equipment is a new model of the XYZ brand, which is known for its durability and performance. It is currently on hand and ready for delivery. The price is very competitive, and we are confident it will meet your needs. Please let us know if you have any questions or if you would like to schedule a demonstration. We are available for your convenience.

Very truly yours,
John Doe, Sales Representative
ABC Equipment Co.
1234 Main St., Chicago, IL 60601
Phone: (312) 555-1234
Fax: (312) 555-5678
Email: john.doe@abc-equip.com

Enclosed for you are two copies of the product literature and a copy of the price list. The literature provides detailed information about the features and benefits of the equipment. The price list shows the current market rates for various models. We hope this information is helpful in your decision-making process. If you have any further inquiries, please do not hesitate to contact us.

Thank you for your interest in our products. We are committed to providing the highest quality equipment and excellent customer service. We look forward to the opportunity to work with you. Sincerely,
John Doe

Product literature and price list are enclosed for your reference. The literature is available in both English and Spanish. The price list is also available in both languages. We are happy to provide any additional information you may need. We are confident that our products will meet your requirements. We are available for your convenience.

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