

Business Letter Sample

January 11, 2005

Brian Eno, Chief Engineer

Carolina Chemical Products

3434 Pond View Lane

Durham, NC 27708

Dear Mr. Eno:

Enclosed is the final report on our installment of pollution control equipment at Eastern Chemical Company, which we send with Eastern's Permission. Please call me collect (ext. 1206) or email me at the address below if I can answer any questions.

Sincerely,

Nora Cassidy

Technical Services Manager

ncassidy@company.com