

Business Letter Template

January 11, 2005

Brian Eno, Chief Engineer

Ecology Systems, Inc.

Dear Mr. Eno:

Enclosed is the report estimating our power consumption for the year as requested by John Brennan, Vice President, on September 4.

The report is the result of several meetings with Jamie Anson, Manager of Plant Operations, and her staff and an extensive survey of all our employees. The survey was delayed by the transfer of key staff in Building A. We believe, however, that the report will provide the information you need to furnish us with a cost estimate for the installation of your Mark II Energy Saving System.

We would like to thank Billy Budd of ESI for his assistance in preparing the survey. If you need more information, please let me know.

Sincerely,

Nora Cassidy

New Projects Office

ncassidy@company.com