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advice women can trust
Logo will not print with document

John C. Rep
Acme Printing Company
PO Box 19875,
Brooklyn, NY 11202

Ms. Susie Smith, Office Manager
Portal Widget Company
PO Box 98756
Philadelphia, PA 19160

Dear Ms. Smith,

If you're like many other office managers, you're tired of trying to figure out the best supplier for office printers. You just want someone who will give you what your company needs quickly, efficiently, and at a great price.

I've got good news for you.

Acme Printing has been making high-quality office printers for organizations just like yours for 15 years. We understand how frustrating it is when your supplier is disorganized, late, or hard to communicate with. We pride ourselves on our top-level customer service and a 36-hour turnaround time for all requests.

More than that, we provide a top-level product. Our printers help you avoid downtime, consistently produce high quality documents, and provide high-tech connectivity such as mobile printing and Wi-Fi with top-level security features. You can put your struggles with office printing behind you.

We have three options I'd like to discuss with you:

- Printmaster 6500. This option gives you exceptionally fast color printing with maximum image quality. You can print on a wide variety of materials, including banners up to 47 inches. This printer supports up to 15,000 pages per month.

- Printmaster 5000. This mid-level printer will give you top-level print quality, along with the high-level performance and reliability that are part of all Acme products. The Printmaster 5000 supports up to 10,000 pages per month and is best for work teams under 20 users.

- Printmaster 2000. This choice is perfect for smaller teams that don't have space for a large printer. With the Printmaster 2000, you get a small machine that fits easily in any office. It supports up to 3,000 pages of high-quality printing per month.

I'd love to meet with you to show you how we can put an end to your problems with poor print quality and frequent breakdowns. I'll give you a call on July 10 to answer your questions about the three options we offer.

Sincerely,

John C. Rep
Account Manager
Acme Printing Company