December 1, 20--

Mr. J. Simon Hutcheson

Coins Department Store

790 Main Street

Sutton, WV 26601-7900

Dear Simon

Thank you for helping us during the past five years by providing a discount on items that we purchased for less fortunate families in our community. Each holiday season, we prepare baskets for five deserving families. We shop at your store using money donations from our employees.

Without your assistance, it would be impossible to provide such happy holidays for these people. We hope that you will be willing, once again, to help us help these families. At your convenience, please call me at (304) 555-0110 to discuss the details of this philanthropic endeavor.

Sincerely

Robert Jackson, Manager

Marketing and Communications

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