



Davison Computers Pty Ltd

102 Burkes Street
Melbourne, Vic. 3000 Australia

Tel: (xxx)xxxxxxx, Fax: (xxx) xxxxxxx
Email : yourname@yourdomain.com
Web-Site : www.xxxxxx.com

ABC Customer Pty Ltd
45 Collins Street
Melbourne, Vic 3000
Australia

Letter Ref# QL1002
Date 06/05/2003
Your Ref
Our Ref

Attention : Mr Peter Jacobs

Dear Mr Peter Jacobs

NEW SALES STAFF

We are pleased to announce that with immediate effect, the following Sales Personnel will be servicing your account

Ms Sally Ryan : Tel 98765443 X 213

Please feel free to contact her should you have any enquiries about our products or services. Thank you.

Yours Sincerely
John Nicholson
Sales Director