

Manager
Happy Tummy Foods, Co.
Liverpool, Merseyside, L28 6WG

May 5, 2010

Ms. Julianne Hartley
Finance Manager
Top One Company

Dear Ms. Hartley:

This letter is intended to introduce our company to you. We are a new business in town and opened our store last month.

We are a new fast-food company hoping to cater to children and families who want to experience good old home-style cooking. Our recipes are family favorites with a special company twist and we use only the choicest, organic ingredients to make sure that the food we serve are not only pleasing to the palate but also great for your health.

We have delivery and catering services for offices and businesses who wish to experience our dining in the comfort of their own office. We have attached a price list of our menu for your ready reference.

We invite you to come and taste the excellent food that we offer.

Sincerely,
Steve O'Shea