

HouSalvage Recycling Centers

Your source for recycled construction materials since 1995

October 16, 2015

Vendor A

123 State Street

Greene City, RL 99999

Thank you for supplying our store with . We just wanted to let you know that our store is expanding. We are opening two new stores soon. We need to increase the stock we purchase from you.

Please contact us as soon as you can so that we can discuss our need for additional products. We have had a great relationship with you and love your products.

We look forward to discussing our new stores with you and talking about any additional products you might recommend for our expanded stores.

Thank you,

Linda Bell