

Current Date

Mrs. Mary Jones  
Mandarin Gardens Restaurant  
400 Mill Street North  
New Castle, PA 16101

Dear Mrs. Jones:

Do you have problems translating Chinese and English in your restaurant? Our company has developed computer software that will help with this translation.

Orders can be taken on a computer in English and printed out in the kitchen in Chinese. There is a computer at each table, and customers can place their orders directly to the cooks in the kitchen. Then the food is served.

Enclosed is a brochure that explains our computer software. I am also forwarding a copy of this letter to our sales representative in New Castle. They will contact you shortly.

Sincerely,

Mark Wong, President

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Enclosure

C Sales Representative

Modified Block Letter Mixed Punctuation
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