

*****FOR FICTIONAL PURPOSES ONLY*****

Thompson Event Management & Supplies
432 Middlegrove Ln
Toronto, ON, L8M 3R6

November 7, 2019

Andrea Rogue
193 King Rose Dr
Oshawa, ON, L4 4N7

Dear Ms. Rogue:

Thank you for reaching out. Your interest in working with Thompson Event Management & Supplies is a great compliment and we would love the opportunity to work with your organization as we believe in your cause and are inspired by the work that you do.

We would love to offer you supplies to help support your organization and your cause. Our team is happy to provide volunteers, physical, and in-kind support to your events. Together we can help to build a better tomorrow through education and action. Working together would be a great honour.

In closing – whatever product or service we can provide to you, we are happy to do so. Thank you for reaching out and I look forward to hearing from you, as well as working with you in the near future.

Thank you for your time.

Sincerely,

Rebecca Flynn, Communications Director, Thompson Event Management & Supplies

Cc: Human Resources, Director of Operations
RF/TT