

July 6, 2006

Acme Company  
1234 Main Street  
Anywhere, USA

Dear Mr. Jones,

Thank you for agreeing to meeting with me yesterday regarding Acme's company picnic. I appreciate the time you took to show me the facility and to explain your rental policies. I know that we have provided you with very little notice, but I am confident that your facility will be a wonderful location for our annual picnic. I am grateful that you were able to make the space available for us!

As we discussed yesterday, my assistant will have a final head count and menu selection to you by next Friday, July 14, 2006. If you have any questions or need any additional information, please feel free to contact me by email at [smith@acme.com](mailto:smith@acme.com) or by phone at (555) 123-4567.

Sincerely,

Bob Smith  
President, Acme Co.