

Letters to Type

November 12, 2--- Mr. Julio M. Perez 3849 Canterbury Road
Baltimore, MD 21218-3365 Dear Mr. Perez Congratulations!
You are now the sole owner of the car you financed through
our bank. We also want to say thank you for choosing us to
serve your credit needs.

The original Certificate of Title and your Installment Loan
Contract marked "Paid in Full" are enclosed. These papers
are evidence that you have fulfilled your obligations of
your automobile loan. File the papers in a safe place with
your other important records.

The promptness with which you made all monthly payments
gives you a preferred credit rating at your bank. Please
let us know when we may be of service to you again.

Cordially yours Ms. Jennifer Lindgren Automobile Loan
Department ii Enclosures

November 12, 2--- Mrs. Gwendolyn Quade 7257 Charles Plaza
Omaha, NE 68114-3219 Dear Mrs. Quade

In these days of computers and other fancy office
equipment, the personal and friendly contact with people is
sometimes overlooked. We want you to know how much we
appreciate your past orders and this new opportunity to
serve you.

The enclosed acknowledgment lists the four items you
ordered a few days ago. As in the past, we will carefully
follow your instructions for processing and shipping.

Although we appreciate receiving payment with an order, we
want to remind you that prepayment is not required. If you
prefer, you may simply enter your personal account number
on the order form, and we will send a bill later. Your
account number appears on your catalog address label.

Cordially yours Ms. Juanita Miguel, Manager Mail Order
Department ii Enclosure