

LETTER FOR CORRECTION

January 10, 20XX

Mr. Roy Baines

Office Equipment Supply

2331 Princess St.

Kingston, ON K7m-3G1

SUBJECT: TRAINING

Dear Mr. Baines,

Thank you for installing our new office equipment so promptly. The decorator put the finishing touches on our offices today.

Based on what you told us last week, training on the computer can start immediately. Since both units have been installed, can you start training sessions

on Monday?

Mr. Baines, you gave us helpful advice, and we appreciate it. We are looking forward to working with the training director next week.

Sincerely Yours,