

Patricia Barnes  
319 Elm Street  
Smallville, Kansas 67111



Sender's Address

January 10, 2017



Date

Service Department  
Acme Sewing Machine Company  
1400 W. Third Street  
Hampton, KS 66111



Inside Address

Dear Service Department:



Salutation

A few years ago, my aunt gave me her Acme sewing machine, and I have enjoyed using it in the past. However, the bobbin housing is not functioning properly, and I would like to have it replaced. This sewing machine is an Acme Swing (Model #2541). Could you please tell me if you have the bobbin housing in stock, how long it would take to order it if you do not, and what the price of that piece is? I believe that I can replace the bobbin housing myself, but in case I cannot, how much would it cost to have your service department do this work, and what would be the timeframe for getting it done?

I look forward to hearing from you soon as I have several sewing projects planned in the near future.

If you prefer to contact me by phone, my number is 555-6429.

Sincerely,



Complimentary Close

*Patricia Barnes*



Signature

Patricia Barnes



Name and Position

Text