

Letterhead with Address



Acme
Sewing Machine Company

1400 W. Third Street, Hampton KS 66111

January 10, 2017

← Date

Patricia Barnes
319 Elm Street
Smallville, Kansas 67111

← Inside Address

Dear Ms. Barnes:

← Salutation

I regret to inform you that the bobbin housing for the Acme Swing sewing machine (Model #2541) is no longer available. Acme has not produced this model in the last ten years and has discontinued the stock of parts in our service department. The bobbin housings that we do have will not work in the Acme Swing.

Although we cannot provide the part that you have requested, Acme Sewing Machine Company has several new models that you may be interested in purchasing, and the company is currently offering several incentives.

Acme's top sellers, the Straight Shot (Model #3783) and the Wave Rider (Model #3972), are both 15 percent off this month. To see the features available on each model, please visit website at acmesewingco.com. Both sewing machines come with a 90-day warrantee on parts and labor. In addition, our company provides a free maintenance check/tune-up within the first year from the date of purchase.

Warrantees for longer periods of time are available for a small fee at the time of purchase; however, all warrantees are invalid if the sewing machines are not lubricated as directed. Sewing machine oil comes with your initial purchase.

Please contact me at 555-1287, extension 33 if you need further assistance.

Sincerely,

← Complimentary Close

Brenda Sandifer

← Signature

Brenda Sandifer
Account Manager

← Name and Position

Text