

February 4, 2013

Theodore Williams
Direct Sales Network
1489 Wilmington Way
Chesterville, CT 49672

Martha Simone
Regency Pointe
100 Business Drive
Hillside, NY 78293

Dear Ms. Simone,

This letter will confirm our arrangements for our annual sales meeting to be held on May 17-19, 2013 at your facilities. As we discussed, we would like to reserve a block of 50 rooms for the two nights that the meeting will encompass. In addition, we will require use of the auditorium, as well as 3 large meeting rooms for each of the dates of the event. While we politely decline your offer of Regency Pointe's catering services, we would also like to reserve the large dining room each day for lunch from 11:00 a.m. to 12:30 p.m.

As we begin to communicate the information about the conference with our sales staff, we would like to include details about local attractions, restaurants, and other important information. Any pamphlets or other resources you could provide would be greatly beneficial. We look forward to our stay and the use of your beautiful facilities.

Sincerely,

Theodore Williams
Director of Sales