

EGGCELLENT EGGS LIMITED

58 Smash Road
Eggleston
Yorkshire
YO1LK8

Dear Packaging Manufacturer,

We are looking for a company that will produce a form of packaging for our eggs. Packages will be sent to our customers “eggspress delivery” through the Royal Mail. The package must:

1. Protect the egg from damage.
2. Be light to post.
3. Be produced at a competitive price.
4. Look attractive to our customers.

We look forward to receiving your bid for our contract.

Yours faithfully,

Shelley White

Shelley White
Managing Director

EGGCELLENT EGGS LIMITED

Congratulations to

of

(company)

You have won the contract to produce egg packaging for Eggcellent Eggs Limited.

We thought your packaging met all our needs, including its appeal to our customers.

Your company is clearly going to do well in the future.

Signed

Managing Director