

Business Communication  
Editing

**LAPTOPS 4U**

605 Paseo Del Norte, Carlsbad, CA 92009  
Phone: (760) 531-8991 E-mail: Laptops4U@earthlink.net

April 19, 2005

Ms. Serena Taylor  
4151 West Coast Blvd.  
Oceanside, CA 92054

Dear Ms. Taylor:

You signed our guest book at the Electronics Today business fair held recently in Carlsbad and as we were reviewing it, we noticed that on the comment line, you indicated that you would like to learn more about how a laptop computer might streamline your business as a financial consultant.

We'd be happy to meet with you in person at your convenience to discuss this with you or speak with you by phone to answer any questions you might have. Our Carlsbad store is open Monday through Friday, 10 a.m. to 6 p.m., and Saturday 10 a.m. to 5 p.m. Although an appointment is not necessary, if you let us know when you will be visiting or phoning, we'll be able to focus on your needs when you come in or call. At that time we can perform an analysis of your computer usage and make appropriate recommendations.

Laptops 4U offers quality products and personal service. You can purchase top-brand new and used laptops and accessories; rent laptop computers and projectors; rely on expert repairs for hardware, software, Internet connections, modems, LCD displays, or system boards; receive top-quality instruction; and acquire hard-to-find parts and accessories with overnight speed.

Please call us at (760) 531-8991 or drop in during business hours. If no one answers on your first attempt, please try again because we might be temporarily occupied with a customer but we don't want to lose your business.

Sincerely,

Herman Weissberg  
Owner

For more information go to [www.newmaneducation.com](http://www.newmaneducation.com)