**Writers Supplies, Inc.**

**Suite 47—Hibbard Building**

**349 West Grandview Drive**

**Des Moines, Iowa 50313-1298**

**Phone: 515-555-0100 • Fax: 515-555-0101**

September 23, 20--

Ms. Janet R. Jameson, Chair  
National Convention Committee  
Associated Writers of America  
3462 West Grant Avenue  
Omaha, NE 68111-1742

Dear Ms. Jameson:

Yes, we accept your invitation to participate as an exhibitor at the June convention. We have been strong believers in the work of the AWA and its many professional activities.

Thank you for sending a copy of the layout for the exhibits area. We prefer to have the two booths numbered 32 and 34 by the north entrance to the hall, with the addition of one double electrical outlet.

Please send us a price list of booth supplies so that we can place our order as soon as possible. The list should be sent by fax or regular mail to the office address given above. Also, would you let us know to whom our payment should be sent? An addressed envelope is enclosed for your convenience.

Sincerely,

Calvin Brown, Manager  
Sales and Marketing

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Enclosure