TOEIC® SQUARE English Upgrader®+ 送付状 Cover Letter

## Hara Shoes Co., Ltd.

x-xx-x Meguro, Meguro-ku Tokyo, Japan 153-xxxx

Phone: (81)3-xxxx-xxxx / Fax: (81)3-xxxx-xxxx

Email: info@haradashoes.co.xx

June 19, 2013

Mr. Miguel O'Brien US Shoes Company xxxx Gold Street Chicago, IL 60602 USA

Dear Mr. O'Brien:

As you requested, we are enclosing our latest catalog and a sample of our new running shoes. To place an order, please contact our sales division by e-mail or phone. Orders can also be placed from our company website at www.harashoes.com.

Please feel free to contact us if you have any questions about our products or services.

It is an honor to be of service to you.

Sincerely,

Satoshi Imada

Sales Division Manager

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Hara Shoes Co., Ltd.