**Company recommendations**

Company Name or Letterhead
Address
City, State, Zip

Date

Addressee
Address
City, State, Zip

Dear Ms. Lee:

Thank you for your interest in the The Hidden Book Store. Unfortunately, we no longer offer services for tracking rare and out of print books.

We would therefore like to refer you to The Book Finders, located at 3708 Cantrell. The Book Finders has been locating rare and out of print books for over 40 years, and their success rate is phenomenal.

Ginny Hart, owner of The Book Finders, has an exceptionally well-trained staff, many of whom have been with her over 10 years. As you are attempting to locate a foreign title, I would suggest asking for Carol Mayton; she specializes in this area and has numerous contacts in foreign markets.

The number for The Book Finders is 227-8999. I strongly urge you to call, and I am confident they can provide you with exactly the expertise you need. Good luck with your search!

Regards,