Please tell Mrs Ho that we can lease her an area of approx. 40 sqm between Target and Nerd Electronics for $2500 per week or $750 per day. Payment is req'd in advance.

30 June 2xxx

The Manager
Sunshine Gardens Shopping Centre
Cnr Burwood & Blackburn Rds
Blackburn 3130

Dear Sir/Madam

Could you please let me know the costs and conditions involved in leasing space at your Shopping Centre. I would require a site of approximately 7 square metres, near the Target store if possible.

I wish to display my range of school bags (for both State and Private schools) on Thursday nights and Saturdays in December and January so that I can take orders for the new school year.

Looking forward to your prompt response,

Yours sincerely

Gung Ho (Ms)

Submit: letter to your tutor.