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## Dear \_\_\_\_\_\_\_\_\_\_\_\_,

Don’t you sometimes feel that your organization is ineffective because of the lack of equipment support? Is your organization financially incapable of purchasing appliances which you need? Or do you have the appliances that you need but are often beset by its malfunctions? Do repairs of appliances give you a headache because it puts a drain on your organization’s funds? Well, fret no more because Appliance Rentals, Inc. has the answer to all your worries.   
Appliance Rentals, Inc. is a company which offers appliance rentals for households, organizations and clubs. We take pride in renting out high-quality appliances. The rental fees of our appliances are the lowest in the market. And if ever these appliances conk out on you, we guarantee a replacement within 24 hours.   
We are quite sure that your organization needs a reliable sound system, a projector for your presentations, top of the line television sets and the latest computer or laptop models. Aside from these equipment, we also have household appliances such as refrigerators, ovens, washing machines, etc.   
The appliances that you order will be in your school or office within a few days and if the need is urgent, we will just be too glad to deliver it immediately. All you need to do is to holler and we’ll be there in a hurry. Our objective is for you to save time and money, without sacrificing your appliance needs.   
For this month, we have a special introductory offer for your organization. Avail of our service this month and you get the first two months rental at 20% off. So what are you waiting for, call us at \_\_\_\_\_\_\_\_\_\_\_ and be part of our wide network of satisfied customers.   
Thank you and we look forward to hearing from you.