



Northern Illinois Windows, Inc.

Professional Window Cleaning, Power Washing & More

February 9, 2010

Retail Store Name
Mr. Bob Smith
1234 Streetname Ave.
City, ST 12345

Dear Mr. Smith,

As a retailer, you understand your store's appearance reflects on your business, directly affecting customer retention and satisfaction. Because of this, windows are not only significant architectural elements in your store's structure – their appearance directly impacts your bottom line. They are one of the first things a potential customer sees from the outside... and they offer a first glimpse of what your store has on the inside.

Your store's windows reflect its image.

At Northern Illinois Windows, we understand the crucial role that windows play in customer attraction and retention. We don't just clean your windows – we polish your store's image.

NIW is one of the largest window cleaning companies in the area, with thousands of active accounts. We maintain a superb level of customer service and satisfaction with an extensive service area covering northwest suburban Chicago and southern Wisconsin, computerized route schedules and exacting employee training standards.

NIW is a family owned and operated commercial and residential window cleaning service. We also offer specialized services in exterior power washing and awning cleaning. We are a fully bonded and insured corporation.

We appreciate your interest, and invite you to contact us at (815) 385-6646 to discuss your needs or request a quote.

Sincerely,

William J. Thomas
President, Northern Illinois Windows

Cleaning One Pane At A Time