Dear Ms. Paulson,

I would like to thank you for meeting with me yesterday regarding the new accounts. My firm is excited to provide you with our document review services. I am confident that our 30 years in the legal business make us an ideal vendor for your needs.

You noted yesterday that you need us to review a minimum of 1,000 documents per month. Our team of eight dedicated analysts will certainly provide you with the level of work you require. We pride ourselves on attention to detail, diligence and timeliness. These skills will ensure your satisfaction with our firm. Can you tell me if there is an opportunity for more work after this contract is completed?

Again, I am grateful for your time and that you have chosen us for your business. I look forward to developing this working relationship with you.

Sincerely,

Andre Torrance