***Alphieus Global Enterprises  
414 St Edmonds Road  
Melbourne VIC 3004***

Dear Miss Shaw

Your regular account manager, , will be taking long service leave for the next 3 months. To ensure that you receive the same high level of service, we have appointed Manuel Smith to take care of your account.

has many years of experience in this field and we are confident that the replacement manager will be an asset to your business.

You can contact on if you have any enquiries or would like to be briefed on our new range of products and services.

Yours sincerely

Norbert Lightfoot  
General Service Manager  
Alpheius Global Enterprises