

September 4, 2001

Sample Company
"Movie Name"
c/o Production Office
Street Address
City, ST ZIP

Dear Transportation Coordinator:

Shooting on location in *(area or city name)* just got easier by renting from Thrifty Car Rental!

We specialize in production company needs from compact to full size cars, luxury vehicles, SUVs, minivans, and 15 passenger vans. If we don't have the vehicle you need in our fleet, we will help you find it. We have 36 locations to serve your car rental needs in the *(area/city)* area.

Please contact me at your earliest convenience, and I will happy to send you our Preferred Production rate sheet.

Thank you for your consideration.

Sincerely,
(licensee name)/THRIFTY CAR RENTAL

Your Name
Local Sales Manager