

November 8, 2000

Ms. Janet Public
Anytown Catering
Address
City, State, Zip
Fax (999) 555-1216

RE: Local Corporate Direct Billing Account #000000000
No **Local Direct Billing Authorization form available at time of rental*

Attached please find a copy of the **Local Direct Billing Authorization** form (sequence # 0026) that I have completed to use as authorization for **RENTER'S NAME** (confirmation #000000000). **RENTER'S NAME** is scheduled to pick up her vehicle today at approximately 3PM at our downtown location. If I can be of any further assistance, please do not hesitate to contact me.

Please note: rentals that you wish to be billed for require a **Local Direct Billing Authorization** form (to be mailed) at time of rental. An **INVOICE** will be mailed after the return/close of each rental by the location the vehicle is returned to. Approximately 30 days later you will receive a **STATEMENT** with all transactions as of the statement date from accounting. There will be **NO** other backup sent with the statement.

Please always refer to your Local Corporate Account number when placing reservations or renting vehicles to ensure that you receive the your Local Preferred Corporate rates. Call our Local Reservation Center at **(999) 555-1214**.

Thank you for choosing Thrifty Car Rental!

Sincerely,

Your Name, Sales & Marketing Manager
Address
City, State, Zip
(999) 555-1212
Fax (999) 555-1213
Email youraddress@provider.com

CC: Joe Sharp, Downtown Location Manager