

Nuwu International Web Design
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December 30, 2011

[Client Name]
[Full Address or Email Address of Client]

Dear [Valued Client],

Happy New Year!

It's been a busy year for me, and I wanted to take this opportunity to touch base with you.

Firstly, I want to thank you for your business; it's been great working for and with you this past year, and hopefully, long into the future. Your continued faith in my abilities is extremely gratifying.

And secondly, I want to let you know about a new development for 2012. As I mentioned, it's been busy! So much so that I have been well and truly swamped. I have tried to keep up with everyone, and hopefully I've succeeded and you have not felt that I've been remiss. But for the coming year, I have put a contingency plan in place, since I *never* want you to feel neglected. In the event that you need something done on a time-sensitive basis and I am already working on another client's project, I have a backup plan!

I would like to introduce you to a friend and fellow web designer that I have hand-picked for his outstanding skills and ability to either pick up on a site that I have designed and do updates and changes, or even start an entirely new project if that's what you need. His name is Ricardo Canilao, and he has been working in web design and I.T. for the past 11 years. He is just now starting to work on a freelance basis, and it's about time, as he is extremely talented and very capable. I would not recommend him if he weren't!

Ricardo has experience with Flash, Photoshop, flyers, banners, blogs, and, well, everything I do. And from a few sample sites you will see how truly talented he is:

<http://www.lightspeedvt.com/>
<http://www.topchefuniversity.com/site/>
<http://www.kloehn.com/>
<http://www.beautyvt.com/>

So if you need work done more quickly than I can manage, please give Ricardo a try. Please understand, it's not that I don't want to give you my absolute and undivided attention; it's because I value you so highly that I don't ever want to let you down. That's why I've found someone in whom I can have complete trust to be there to help you, in the event that I cannot.

Ricardo can be reached at ricardo.canilao@gmail.com or you can call him at 702.521.1131. And don't worry, I will in no way feel slighted if you go to him directly!

I wish you and yours the best in the coming year, and look forward to connecting with you in 2012!

Sincerely,

Linda Wu
Nuwu International Web Design