Comfort Adoption Center

P.O. Box 12323

Santa Fe, NM 87508

505-999-1234adoptme@gmail.com

Mr. George Jimenez

The Big Bank

234 St. Michael’s Drive

Santa Fe, NM 87505

Dear Mr. Jimenez,

It was a pleasure to meet you yesterday. As the newest shelter in New Mexico, the Comfort Adoption Center is excited to have found such a strong partner as The Big Bank. As I mentioned yesterday, we’d love to let you tour our facilities. Here are our hours:

Please give us a call and let us know what time would be best for you. If I am not here when you call, please just ask our receptionist, Judy, to mark the date and time on my calendar. I will be sure to make myself available to give you a tour our facility.

In the meantime, if you have any questions about our shelter that did not get discussed when we met, please feel free to call me or email me any time. Our staff and all our dear animals look forward to your visit!

Sincerely,

Jodi Williams

Executive Director