Northwind Studio

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September 25, 2026

Ms. Priya Raman
Contoso Books
400 King Street West
Toronto, ON M5V 1K4

Your annual report, accessible edition

Dear Ms. Raman,

Thank you for choosing us for this year's annual report. The printed copies are on their way, and the accessible PDF edition is on the USB drive enclosed.

The PDF meets the PDF/UA standard, so screen readers read it in the right order, with every picture described. If any of your readers has trouble with it, tell us and we will fix it at no charge.

Our invoice for the work is enclosed. We look forward to working with you again.

Sincerely,

Dana Whitfield
Design Lead, Northwind Studio

Enclosures: Invoice 2026-042, USB drive