

# Big Valley Nursing Home

Small Town, Montana 59000

Date

Bob The Mower  
Small Town, Montana 59000

Dear Bob:

As you know, Jake used to do the grounds keeping around our nursing home. He has indicated he can no longer do the work. He has suggested paying you to do the work. This letter is to formally offer to pay you \$350 per month to do all of the grounds work around the outside of the nursing home. This work would include mowing and trimming during the summer and snow removal from the walks and main driveway in the winter.

Please let us know if you would like to take over this work

Yours truly,

Gretta Boss  
Nursing Home Manager