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City of Aurora
Planning and Development
15151 E. Alameda Parkway
Aurora, CO 80012

Dear Planning and Development Team,

Subject: Operational Plans for Friends Auto Sales' Relocation to Aurora City

I am writing on behalf of Friends Auto Sales to outline our operational plans in conjunction with our upcoming relocation to Aurora. Since our establishment in 2011 in Denver, Colorado, we have been committed to serving the Aurora community and surrounding areas by offering affordable, reliable vehicles with excellent track records. Our growth and success over the years have prompted us to plan this strategic move to better serve our customers.

We are excited to announce that Friends Auto Sales will be relocating to a new location at 10400 E Avenue, Aurora, CO 80014. This move is a significant milestone in our continued commitment to serve our community and accommodate our growing business.

Operational Plans:

Operating Hours: We will operate Monday through Saturday, from 9:00 AM to 6:00 PM. These hours are designed to provide convenience and flexibility to our customers, ensuring we are available to meet their needs.

Team Structure: Our dedicated team consists of four professionals, including a General Manager, myself as the Owner, two skilled Sales Agents, and an experienced Finance Manager. Each team member brings a wealth of experience and expertise, ensuring top-tier service and customer satisfaction.

Customer Service and Sales: We remain committed to offering affordable and reliable vehicles with a focus on quality and good track records. Our sales approach emphasizes personalized service, ensuring we meet the specific needs of each customer in the Aurora community.

Community Engagement: As part of our commitment to the local community, we plan to engage in various events and initiatives, fostering strong relationships with residents and other local businesses.

Compliance and Standards: We will ensure full compliance with all city regulations and industry standards, maintaining our reputation for integrity and trustworthiness in the automotive industry.

Our relocation to Aurora marks the beginning of an exciting new chapter for Friends Auto Sales. We look forward to contributing to the economic growth of Aurora and strengthening our connection with the community.

We greatly appreciate the City of Aurora's support and guidance during this transition. If there are any additional requirements or further information needed from us, please feel free to reach out.

Thank you for your time and consideration. We are eager to embark on this next phase in Aurora and continue making a positive impact within the community.

Sincerely,

Biruk Hailu

Owner, Friends Auto Sales