

**Business Letter Example “Write a letter offering quotations for goods”
Complete Application for all classes.**

HAR GOPAL & SONS

121, Gandhi Road,
Hoshiarpur.

21st October, 20....

To

M/s Laxmi Kitab Ghar,
Mission Road,
Sonipat.

Dear Sirs,

Reference your advertisement in a paper seeking quotation for stationery goods we hereby offer our quotations for the goods which we are in a position to supply to you.

1. Super Exercise-books Rs. 70/- per dozen. Pages 96, medium size
2. Super Exercise-books Rs. 94/- per dozen. Pages 144, large size
3. Plain sheets of paper Rs. 10- per quire.
4. Plain registers Pages 100 each Rs. 100/- per dozen.
5. 'Super' Pen Ink Rs. 70/- per dozen.
6. 'Royal' pens Rs. 70/- per dozen.

We hope to be given a chance to serve you.

Yours faithfully,

For Har Gopal & Sons,

Har Gopal,

Proprietor.