

**Business Letter Example “Place an order for five new type sewing machines” Complete Application for all classes.**

**VERMA & CO.**

(Dealers in Sewing Machines)

76, G.T. Road,

Karnal.

22<sup>nd</sup> September, 20....

To

M/s Rana & Co.

54, Subhash Nagar,

Mumbai.

Dear Sirs,

I read your advertisement in a newspaper about your new type of sewing machine named 'Modern'. We are a leading dealer in sewing machines in this city. We would like to purchase five 'Modern' new type sewing machines from you to start with. This is our first occasion to deal with you. We would like to be given 25% discount on the total bill, as is given by other manufactures. Moreover, if your machines prove satisfactory, we would be pleased to place bulk orders in future.

Kindly send five machines at your earliest. A check for Rs. 2000/- is being enclosed along with this letter and the rest of the amount will be paid on receiving the machines.

Thanking you,

For Verma & Co.

Mohan Lal,

Proprietor.