

Business Letter Example “Write a letter to a firm an agency of automobile parts you manufacture” Complete Application for all classes.

Goyal Engineering Works,

Faridabad.

October 17, 20....

To

Messrs Ramiah & Co.,

Bhagirath Nilaya,

Bangalore.

Dear Sir,

You are not unfamiliar with our firm, its reputation and standing. Now wer are introducing ourselves as automobile parts manufactures. As agents yours is a trusted name in Karnatka. Since you have the necessary organization to sell our product and push its sale, we offer you an agency.

If you decide to take it up, we shall alow you a commission of 15 % during the first year. Our products are cheaper and more durable than the ones already available in the market. We will back you up with our extensive advertisement and after sales service.

Should you accept our offer, kindly send us the enclosed agreement form duly signed so that we may send the first consignment to you.

A waiting an early reply,

Yours faithfully,

For Goyal Engineering Works,

Swati Goyal.

Partner.