

Business Letter example “The letter of suppliers asking for references”.

Kangaroo Astrikes Brothers
B/85, Kolaba Marg
Pune (Maharashtra)
Ref
Date.....

Mr. K L Dheer
Sales Executive
Birla Distributors
K K Jalan Road
Kolkata 700029

Dear Mr. Dheer,

With reference to your telephonic request to supply you goods on credit with quarterly settlement of the accounts, we have to inform you that as a policy, the management has sought two goods references and a credit report from the bank you are dealing with for the last three years.

You are requested to furnish us the two references and a credit report from the bank at the earliest so that matter can be decided finally.

Yours sincerely,
R K Mahajan
General Manager (Sales)