

Business Letter example” The Buyer’s Request to Supply Goods on Credit”.

Birla Distributors,
K K Jalan Road,
Kolkata 700029
Telephone 032923123
Fax 032825200
Ref
Date.....

Mr. R K Jalan
General Manager (Slaes)
M/S Penguin Astriks Bros
B/85, Kolaba Marg
Pune (Maharashtra)

Dear Mr. Jalan,

With reference to our telephonic discussion held yesterday, you were kind enough to agree on supplying goods on 30 days credit instead of cash. I convey my sincere thanks to you and would like to place the following order

1. **One thousand golden brushes**
2. **One thousand silver brushes**
3. **One thousand iron brushes**

Please supply the above items duly packed, ten brushes in each packet, at the earliest possible. You are requested to confirm the new terms and condition formally.

Thanks!

Yours sincerely,
K L Dheer
Sales Executives