

Business Letter Example “Write a letter to applied to the Hind Cycle Manufacturing Company for their sole agency” Complete Application for all classes.

APPU BICYCLE MART

12, Sea Beach,

Chennai.

19th October, 20...

M/s Hind Cycle Manufacturing Company.

38, Mathura Road.

New Delhi.

Dear Sirs,

We are interested in getting the sole agency of your bicycles for your branches in Trivendrum in Kerala. We have been dealing in bicycle, tricycles and racing cycles for the last several years. In fact, we have been into this business for the last three generations. Only 5 years ago, we started selling more of tyres and tubes, than bicycles. We are once again coming back to the bicycle sale business in a big way. We are a very sound party, socially as well as financially. Kindly grant us the sole agency to sell your 'Hind' bicycles in Kerala state. We are prepared to deposit the amount required for the purpose. We have purchased in building on our right to develop an exclusive showroom for bicycles. We agree to all the terms and conditions spelt out by you.

We shall also be prepared to fulfill all other requirements of yours for the said purpose.

Thanking you,

Yours faithfully,

For Tappu Bicycle Mart,

Kailash Chandra,

Proprietor.