

**Business Letter Example “Write a letter to the sender asking him to lower the price” Complete Application for all classes.**

**AGGARWAL BROTHERS**

27-L, Minerva Road,  
Kanpur.

20<sup>th</sup> October, 20....

To

M/s Malhotra Steels,  
88, Main Road,  
Kolkata.

Dear Sir,

We thankfully acknowledge the receipt of your letter dated 15<sup>th</sup> October, 20.... Offering the delivery of goods ordered by us long back. We eagerly awaited the dispatch of goods for a long time. But we were disappointed. Now the agreed date is over. We can still consider the offer, but, as you are aware, the market price of the goods has fallen. We cannot afford to buy the goods at the old price. Well, if you agree to offer us the goods at the present market price along with 20% rebate as an off-season offer, we would be glad to receive the goods.

Kindly dispatch the goods if you agree to these terms.

Yours faithfully,

For Aggarwal Brothers,

Manish Arya,