

**Business Letter Example “Write a letter informing your suppliers about the receipt of goods” Complete Application for all classes.**

**HIRA BHAI & SONS**

51, College Road,  
Gurgaon.

23<sup>rd</sup> October, 20....

To

M/s Dewan & Co.

95, The Mall,

Nainital.

Ref: **Our order No. HBS. 7779 dated 17<sup>th</sup> October, 20....**

Dear Sirs,

With reference to our Order cited above, we are thankful to you for the prompt delivery of goods ordered by us. We gratefully acknowledge the receipt of all the goods ordered. We got them intact and safe.

So far as the payment for these goods is concerned, we request you to wait for about a week more. In a week's time we shall be in a position to settle our accounts with you. I hope you will not mind the inconvenience and will bear with us for the time being.

Thanking you,

Yours faithfully,

For Hira Bhai & Sons.,

T.N. Thakur,

Partner.