Sample Letter

From,

Rhett Butler,

Pearson Litt Firm,

Mystic Falls.

Date: 11 March 20XX

To,

Ashley Wilkes,

KASH Furniture,

Mystic Falls.

Subject: Business Enquiry Letter

Dear Mr Wilkes,

We have recently opened our new office in Mystic Falls, and we would like to buy a lot of wooden furniture which includes tables, chairs, and desks. We would like to see your company catalogue which has details of all the furniture that you manufacture. We will go through it and see if any products meet our requirement.

We have a huge requirement, and we hope that you will be able to meet our demands. We are in search of modern, compact and sturdy furniture for our office. We would also like to know that if you make furniture on demand or if you could design new furniture for our office as per the requirement within a stipulated time.

In case we like your designs and products we would like to place an order, and we would work out the pricing in person. We could send one of our representatives from our end to oversee the products and finalize the price.

We shall discuss the further matter after you send the catalogue. In the case of any queries, feel free to contact me.

Thanking you.

Yours truly,

Rhett Butler