Write the letters highlighted in yellow

From,

Mohan Patel

Finserve Firm,

New Sanket Road

Anand.

Date: 19 Sept 2020

To,

Jignesh Shah

Godrej Furniture,

Marine Drive

Mumbai 15

Subject: Business Enquiry Letter

Dear Mr Jignesh

We have recently opened our new office in Anand, Gujarat, and we would like to buy a lot of office 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 were given your reference by our sister concern in Ahmadabad, Kuber Financial. 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.

Kindly also let us know the discounts and guarantee you offer on your products.

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,

Mohan Patel

Manager.

Cell 89674 06132

finserverand@gmail.com

To,

Jignesh Shah

Godrej Furniture,

Marine Drive

Mumbai 15

Date: 20th Sept 2020

To

Mohan Patel

Finserve Firm,

New Sanket Road

Anand.

Sub: Reply to your enquiry letter dated 19th sept 2020.

Dear Mr Patel

Thank you very much for showing interest in our products. We have over 40 years of experience in supplying office furniture.

We are pleased to attach a detailed brochure and catalogue with all the designs and specifications for office furniture.

It would be my pleasure to welcome you in my office to discuss in more details your requirements and to see how I can assist you in fulfilling them. Alternatively, I can visit yours if it’s more convenient.

All our products carry a guarantee of two years against manufacturing defects and as a policy, we offer a standard discount of 15% to all our corporate clients.

In the meanwhile, if you have any questions or need more clarifications, please do not hesitate to contact me.

I hope to hear from you soon.

Yours Truly

Jignesh Shah

Manager,

Marketing & sales

Godrej Furniture.

Cell: 76543 82100

 PLACING AN ORDER

From,

Mohan Patel

Finserve Firm,

New Sanket Road

Anand.

Date: 25 Sept 2020

To,

Jignesh Shah

Godrej Furniture,

Marine Drive

Mumbai 15

Subject: Purchase Order No.: PO/ 21/0920

Dear Mr Jignesh

Thank you very much for your prompt response. With reference to the catalogue and brochure that also includes the terms, we are pleased to inform you that we have decided to place an order for the following items:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Product | Description/model no | Quantity | Unit Price | Total |
| 1 | Office Chairs | OC 11 | 10 | Rs 1500.00 | Rs.15000/- |
| 2 | Office Desks | OD 12 | 10 | Rs 2500.00 | Rs 25000/- |
| 3 | Steel Store wells | SS 11 | 05 | Rs 7000.00 | Rs 35000/- |
| 4 | Cabinets | CB 01 | 02 | Rs 10000.00 | Rs 20000/- |
| 5 | Safe | SF01 | 02 | Rs 15000.00 | Rs. 30000/- |
|  |  |  |  |  | Rs1,25,000/- |
|  |  |  |  | Dis 15% = | **Rs**  |

 As per the terms, we are enclosing an **SBI Demand draft No. 215045 for Rs 31,250/- as 25%** advance payment and expect you to deliver the goods by 12th of October 2020.The rest of the payment will be made at the time of delivery.

Pl acknowledge the receipt of this order.In the case of any queries, feel free to contact me.

Thanking you.

Yours truly,

Mohan Patel

Manager.

Cell 89674 06132

finserverand@gmail.com

 COFIRMIMING PLACING AN ORDER

From,

Jignesh Shah

Godrej Furniture,

Marine Drive

Mumbai 15

Date: 27th Sept 2020

To

Mohan Patel

Finserve Firm,

New Sanket Road

Anand.

Sub: Acknowledgement of Receipt of Purchas order No PO/ 21/0920 & Demand Draft.

Dear Mr. Patel

Thank you very much for having faith in our products. We have received your purchase order no. PO/ 21/0920 sent through letter dated 25/09/2020 and also the Demand Draft towards 25% of total bill order.

We will execute the order immediately and ensure that the goods are delivered by 12th October 2020.

We assure you of our best services at all times.

Yours Truly

Jignesh Shah

Manager,

Marketing & sales

Godrej Furniture.

Cell: 76543 82100

DELAY in COMPLETION OF ORDER

From,

Jignesh Shah

Godrej Furniture,

Marine Drive

Mumbai 15

Date: 5th Oct 2020

To

Mohan Patel

Finserve Firm,

New Sanket Road

Anand.

Ref: Your Purchase Order No.: PO/ 21/0920

Sub: Delay in completing the order.

 Dear Mr. Patel

You are aware that the whole country has been affected badly due to COVID 19.I regret to inform you that a few of our workers in the manufacturing unit have tested positive. Therefore, our unit has been sealed for a period of 14 days as per rules. All our manufacturing activity has been halted. As a result, we will not be in a position to complete the delivery by the earlier stated date, that is.12/10/2020.There will be delay of at least 15 days as of now.

Though these factors are beyond our control, we sincerely apologise for the inconvenience this causes to you. We request you to kindly bear with us.

We will ensure that as soon that we resume the manufacturing unit, we will complete your order. Hope that you will give us time and not cancel the order.

Assuring you of our best service at all times

Yours Truly

Jignesh Shah

Manager,

Marketing & sales

Godrej Furniture.

Cell: 76543 82100

Complaint About Wrong Product

From,

Mohan Patel

Finserve Firm,

New Sanket Road

Anand.

Date: 25th Oct 2020

To,

Jignesh Shah

Godrej Furniture,

Marine Drive

Mumbai 15

Ref: Purchase Order No. PO/ 21/0920

 Date of Delivery 26/09/2020

Sub: Wrong Product delivery

Dear Mr Jignesh

With reference to our purchase order mentioned above, I wish to inform you that we had placed order for Office chairs (OC 11) but the these are not the ones we had ordered.

Kindly look into the matter and replace the chairs with the models we want at your cost at the earliest.

Yours truly,

Mohan Patel

Manager.

Cell 89674 06132

finserverand@gmail.com

Apologies for the delivery wrong product

From,

Jignesh Shah

Godrej Furniture,

Marine Drive

Mumbai 15

Date: 1st Nov 2020

To

Mohan Patel

Finserve Firm,

New Sanket Road

Anand.

Ref: Purchase order No PO/ 21/0920

Sub: Wrong Product

Dear Mr. Patel

This is to sincerely apologise for the delivery of the wrong Office chairs. We have immediately dispatched the products through India Express parcel service (tracking ID 3452178) and you shall receive the same in two days.

I hope this will not affect our future business and we will continue to offer you the best products and services always.

Yours Truly

Jignesh Shah

Manager,

Marketing & sales

Godrej Furniture.

Cell: 76543 82100

**Inquiry Letter Reply**

Thank you for your i………… (1 ) regarding our p………….(2). In response to your q……. (3) pl find at……………. …(4).the brochure . In addition to the information p……………(5) above, I have e…………..(6) a ca………………(7) that contains more detailed information about our products and s…………(8).

It would be my p……………(9) to welcome you in my office to discuss in more details your r…………………..(10) and to see how I can assist you in fulfilling them. Alternatively, I can visit yours if it’s more c……………(11)

In the meanwhile, if you have any questions or need more cl…………………(13 please do not hesitate to contact me.

I hope to hear from you soon.

**Inquiry Letter Reply**

Thank you for your interest in [product or service name]. To answer your question, [list here needed information: prices, availability, etc…]. I have also attached a copy of detailed specifications and prices for your reference.

I would like to know your requirements in more detail and explain to you how our [products or services] can help you in that regard. Perhaps we can arrange a meeting [next week] at a mutually convenient time and place to discuss more.

In the meanwhile, if you have any questions or need more clarifications, please do not hesitate to contact me.

Looking forward to doing business with you.

**Template for a Student Inquiry Letter**

From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the sender and his/her details)

Date:\_\_\_\_\_\_\_\_\_\_\_\_(Date of letter)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name and information of the receiver)

Dear Sir/Madam,

I am a student at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ college in the \_\_\_\_\_\_\_\_\_\_\_\_ year.

I expect to g…………… in \_\_\_\_\_\_\_\_\_(year).

I am interested in your college and would appreciate receiving i………………… and a……………. for a………………… . A detailed b…………… of the various p…………. in your esteemed college is what I need to get me through the confusions that I have.

I would also be g………… for the details on f……………… aid that even includes s……………………, w…………-study programs, etc.

I am specifically i…………….. in the areas of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(i.e. music, medicine, education, etc.)

My shipping address will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thanking You,

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_.

From,
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: 2nd June 2020.

To,
Ms Jenny Smith,
London Business School
34, Down Street
London
United Kingdom

Dear Ms Smith

I am w…………….. this letter to know more about your summer c………….. which I saw ad……………….in ‘English Today’.

I recently took the IELTS exam and I am now studying for MBA. Please, c……….. you tell me if you have ad……………… courses a……………..? When does the course commence? What is the cost? I will be coming from India. What kind of v…… will be r……………….? I also wish to know about the ac……………………… facilities. Are s………… rooms available?

I would be grateful if you can give me d………………….information about your school. I look f……………. to hearing from you.

Yours sincerely,

To: name@email.com

From: name@email.com

Subject: Enquiry Letter.

Dear Mr./Ms/Mrs.\_\_\_\_\_\_(Name of the recipient)

I am writing to inquire about your summer courses which I saw advertised in ‘English Today’.

I recently took the \_\_\_\_\_\_\_\_\_exam and I am now studying for \_\_\_\_\_\_\_\_\_\_. Please, could you tell me if you have a…………… courses a………………….? When does the course c………………? What is the cost? I will be coming from India What kind of v…… will be required? I also wish to know about acc……………….. facilities. Are single r…….. available?

I would be g……… if you can give me d……………. information about your school. I look forward to h…………. from you.

I look forward to hearing from you.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

PRODUCT ENQUIRY LETTER

From,

\_\_\_\_\_\_\_\_\_\_ (Name of the sender),

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ (Address)

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_ (Name of the contact person),

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ (Address)

Subject: Product Inquiry Letter

Dear Mr./Mrs./Ms. \_\_\_\_\_ (Name of the person),

I am looking for a \_\_\_\_\_\_\_\_\_\_ (product name). I understand that your company deals with \_\_\_\_\_\_\_\_\_\_ (product range), and hence I am writing this letter. I need \_\_\_\_\_\_\_\_\_\_ (quantity) of them. I am looking for \_\_\_\_\_\_\_\_\_\_ (Specifications) and in the range \_\_\_\_\_\_\_\_\_\_ (price range). I want the product with \_\_\_\_\_\_\_\_\_\_ (warranty).

Kindly let me know the\_\_\_\_\_\_\_\_\_\_ (details required) available with you. Do let me know if there are any better options for me to buy in the same price range.

I would be awaiting your reply.

Thank you.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)

**Inquiry Letter Reply**

Thank you for your inquiry regarding our [product or service name]. In response to your query, [list here needed information: prices, availability, etc…]. In addition to the information provided above, I have enclosed a sample [brochure, catalogue, etc…] that contains more detailed information about our products and services.

It would be my pleasure to welcome you in my office to discuss in more details your requirements and to see how I can assist you in fulfilling them. Alternatively, I can visit yours if it’s more convenient.

In the meanwhile, if you have any questions or need more clarifications, please do not hesitate to contact me.

I hope to hear from you soon.

**Inquiry Letter Reply**

Thank you for your interest in [product or service name]. To answer your question, [list here needed information: prices, availability, etc…]. I have also attached a copy of detailed specifications and prices for your reference.

I would like to know your requirements in more detail and explain to you how our [products or services] can help you in that regard. Perhaps we can arrange a meeting [next week] at a mutually convenient time and place to discuss more.

In the meanwhile, if you have any questions or need more clarifications, please do not hesitate to contact me.

Looking forward to doing business with you.

## ips for writing a business letter for quotation

* Express appreciation for their interest in your company
* Give relevant information about the items including the cost
* Refer to an inquiry if applicable
* Explain why the reader should choose your goods/services
* Show the reader how your items can improve their business
* Keep it short and relevant
* Use the business format style
* Provide contact information where you can be reached
* Use formal content and professional language