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SAMPLE BUSINESS LETTER

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Introduction

Business letters should be effective and convey the meaning clearly. In the opening sentence itself, the main reason for writing the letter should be mentioned. Usually professionals do not have time to read the entire letter and the first few lines should convey the meaning of the letter.

Sample Business Letter Tips

The following tips will help you to write a sample business letter:

- The language used should be simple, clear and easy to understand.
- As it is a formal letter, words should be chosen carefully.

Sample Business Letter

To:

Jagdish Mathur,
General Manager,
SQL industries
Mumbai

18th September, 2013

Dear Mr.Mathur,

We are pleased to inform you that in the meeting of the board of directors on 5th September, we have chosen your proposal to provide internet services to our company in the coming financial year. We are satisfied with all the details mention in the proposal and we would like to offer the contract for a period of one year.

We would be sending our company representative to your office for completing the paper work and giving you the token amount. As you have mentioned, we shall stick to the offer price mentioned in the proposal. We shall pay you the entire amount in three installments, first one will be given on the date of the contract, remaining two in a gap of two months.

We rely on your services as your company is known for its quality services. We hope to have a cordial relationship between the two companies.

Yours Sincerely,

Rakesh Sharma

Sample Business Letter Template

To,

_____ (employee's name)

_____ (employee's address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____ (name of the employee),

We are happy to inform you that on _____ (date of the meeting) in the board of directors meeting, we have selected your proposal regarding.....(mention details). We have gone through all the details and are satisfied with them.

We shall send our company representative to complete the paper work and offer you a token amount of _____ (mention the amount).

The rest of the payment will be released soon after in installments via a mode mutually agreed upon.

We rely on your company services as you have a name in the industry. We hope you will not disappoint us with your services. We would like to have a cordial relationship between both the companies. Please get back to us in case you have any issues or doubts.

Yours Sincerely,

_____ (Your name and designation)

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