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| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |

Mr. <Full Name>

<Designation>

<Company Name/Business Name>

<Date>

Ms. <Full Name>

<Company Name/Business Name>

<Address>

Dear Ms. <Last Name>,

We were highly impressed with your company’s product brochure introduction that you had sent us via mail. I had the privilege to speak to the sales representative of your company in the area.

We are deeply interested to purchase your line of electrical appliances. Those appliances appear to have the necessary safety and quality requirements based on the standards maintained by our organization. We also find your stylish designs to be appealing and eye-catching to the customers.

We would love to buy 200 units of each of your electric appliances to start with. These are your rice cooker, air-conditioner, toaster, oven, and microwave. After keeping a close tab on how these products perform in the market, we will get in touch with you for a business contract for a longer period.

We would request you to deliver these products to as early as possible,

Sincerely,

<Full Name>