

Type the following BUSINESS LETTER in proper form:-

Raman and Sons

(Dealers in Auto spare parts)

Tele. : 2462137

P.B. No. 116,
T.P.K. Rd.,
Madurai 625003.

2nd March 2018.

Ref. No. 8/18
Messrs. Velan Motors,
202 Anna Salai,
Chennai 600 006.

Dear Sirs,

We are glad to receive your kind offer of dealership in yr. automobile spare parts and we accept the same. As you know, we are having long association with the sale of automobile spare parts and we have got a spacious showroom in a busy area of this city.

We request you to send us the spare parts through and well-known lorry service and send the documents and through yr. bankers. We will make the payment and clear the consignment without delay. yr. early response will be very much appreciated. Expecting your continued support.

Yours faithfully,
(for Raman and Sons,

(S. Krishna Kumar)
Sales Manager.