

[Print or

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

Thank you for your order for <<Item>> by <<Date>>.

We would of course be happy to serve you in the <<Region>> who would be able to provide you with the best prices, discounts, and information regarding delivery and terms of payment. <<Agent, address, tel/fax or email.>> and we have passed your letter to them.

Should you have any problems please do not hesitate to contact us. If you feel you would still like to order direct, please contact us again.

Yours sincerely,

<<Name>>
<<Title>>

c.c. <<Agent or other>>

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