To: [roger.jones@yummy.com](mailto:roger.jones@yummy.com)

Co:

Subject: Stock control system

Dear Mr. Roger Jones,

I received the letter you wrote me on 1st September, and I was astonished about the stock control system you make. It sounds great for us and I’ll be pleased to get one of these. But I would like to know some things about it before I buy it. I heard that your system is up to date, but what happens if you will update it again soon? And I would also like to ask about the installing time of your system. It would be best, if you could do it in two weeks or less? Because we are in a bit of a hurry. But if not, we’ll be pleased to find a solution with you. I look forward to your reply.

Yours sincerely

Nico Müller

Noch Strukturiert schreiben( Firstly, Secondly und abschnitte setzen).

Statt things würde ich Information oder Datas schreiben

Keine‘ brauchen

Den Satz it would be best würde ich Would it be possible oder ähnliches schreiben.