

## **SAMPLE-1Business Opportunity Email**

Dear Mr. Rogers,

This is with reference to your letter dated 27th January, 2017.

As always, we are delighted to have you as our business partner. On behalf of our company, I assure you of all assistance you had asked for in the above mentioned mail.

Yes, our offer is still open for the opening of a new business unit at Kentucky. Having you as our esteemed business partner would enable our business to grow by leaps and bounds.

I do agree with you when you say our sales will almost double in a time frame of 2 months of opening the store. But given the gloomy market scenario, we are a bit apprehensive about the supply of the raw materials at our factory warehouse.

Please send us your instructions so that we can make the initiation at our end.

Please contact me, if you have any query.

Yours faithfully,

Thanks.

Tiger Shroff.



## Powered by Eezee English Zone

## Subject: Email to make an appointment for sales

Respected Miss. Fanny,

This is to bring to your notice that our organization is keen on supplying raw materials to your organization for manufacturing finished products. I would like to fix an appointment in this regards so that I can discuss in details about it.

Our organization 'Panlive Material Limited' manufactures raw iron materials that are used for manufacturing finished iron as well as steel products. I am aware that your organization is into the business of manufacturing finished steel products. In order to do so, you must be purchasing raw materials from various manufacturers. I would request you to have a look at our products and purchase the raw materials from us. I can assure you that we will provide excellent quality products at the best possible price. I can also ensure that using our product will help you to enhance the quality of your products. It would also be an honor to do business with you.

I would request you to mail me and confirm the appointment date. I would come down with some samples of our products.

Thanking you,

Dennis

Marketing and sales manager

Panlive Material Limited