

DRAF 1

Universidad Luterana Salvadoreña
Writing Techniques

October 28,2020

To: info@gruposervitech.com

From: mc01136242@uls.edu.sv, mm01136283@uls.edu.sv

CC:

Subject: Purchase of technological equipment

Dear gentlemen of Servitech Group.

The reason to write to them is in order to make the purchase of technological hardware equipment, for our equipment. We want to make the purchase of 15 laptops, 25 motherboards, 25 video cards, 5 power source cables, 7 lenovo backlit keyboards (ThinkPad T470 01Ax528) and 5 USB web cameras.

We will thank you to confirm delivery of our order, you can confirm us day and time by this same means.

Part of the equipment programming and maintenance department we thank you for your kindness, fast delivery service and excellent quality of your products.

Sincerely,

Liliana Monge (CIO), Reina Mejía (CTO)
Departamento de Tecnología.

DRAF 2

Universidad Luterana Salvadoreña
Writing Techniques

October 28, 2020

To: info@gruposervitech.com

From: mc01136242@uls.edu.sv, mm01136283@uls.edu.sv

CC:

Subject: Purchase of technological equipment

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We will thank you to confirm delivery of our order, you can confirm us day and time by this same means.

Part of the equipment programming and maintenance department we thank you for your kindness, fast delivery service and excellent quality of your products.

Sincerely.

Liliana Monge (CIO), Reina Mejía (CTO)
Departamento de Tecnología.

Universidad Luterana Salvadoreña
Writing Techniques

October 30,2020

To: info@gruposervitech.com

From: mc01136242@uls.edu.sv, mm01136283@uls.edu.sv

CC:

Subject: Purchase of technological equipment.

Dear Sirs of Servitech Group.

The reason why we write to you is to be able to make the purchase of technological hardware equipment, for our equipment. Therefore we requested the following products: 15 Laptops, 25 Motherboards, 25 Video Cards, 5 Power Cables, 7 Lenovo brand backlit keyboards (ThinkPad T470 01Ax528) and 5 USB webcams.

We would appreciate confirming the delivery of our order, sending us the exact date by this same means.

We thank you in advance for your kindness, on the part of the equipment programming and maintenance department, for the speed in the delivery service and the excellent quality of the products.

Sincerely,

Liliana Monge (CIO), Reina Mejía (CTO)
Technology department.