


Name:

Datum:

Unit 10, Communication, exercise 2

2 Writing an enquiry for calibration equipment.

 **Work with a partner. Complete the letter of enquiry to MCE using words and phrases from the box. There is one phrase more than you need. Add today's date, your own reference and your own signature.**

a trial order • cc • Encl. • enclose • interested in • online • materials and designs • planning to extend •
terms of delivery • to supply references • will place • Yours faithfully • Yours sincerely

AccessAble Ltd144 Portsmouth Road
Southampton SO5 7JB(Today's date) February 24, 2023Our ref: FR/AA

Medical Calibration Equipment
Silverbank Industrial Estate B5
Ferry Road
EDINBURGH EH4 2EF
GROSSBRITANNIEN

Dear Sir or Madam

Enquiry about calibration equipment

We are writing to express our interest in your calibration equipment which we saw in your advertisement
online ¹.

AccessAble sells materials and designs ² for 3D printers. Our products allow people to print
low-cost prosthetics at home.

We are planning to extend ³ our Quality Control Department and are
interested in ⁴ your calibration equipment.

We would like to place a trial order ⁵ for one calibration machine.

If the product is suitable, we will place ⁶ a second order.

Please let us have details of your terms of delivery ⁷ and payment.

Barclay Bank, Reading will be happy to supply references ⁸.

We enclose ⁹ a brochure describing our company.

We would like to thank you in advance for your attention in this matter and look forward to hearing from you soon.

yours sincerely ¹⁰

Finn Rosendahl

(Your signature)

Finn Rosendahl, intern

(Your name and job description)

cc ¹¹ Jane Ruby, Quality Control Manager

encl. ¹²: Information pack World Medical