

Letter No. 1: An order for the Supply of Timber.

WEST COAST TIMBER DEPOT

Ph.....
Fax.
E-mail.....

Church Road,
Coondapura-570008.
March 2, 200...

The Manager,
Kumar Sawmills,
Shimoga.

Dear Sirs,

Sub : Order for timber

Thank you very much for your letter dated February 26, 200... quoting price for 800 loads of teak now lying in the Commercial Docks, which I accept, and you can draw on me for the amount named at three months, delivering half of the timber at my wharf at your earliest convenience.

I will give you instructions shortly regarding the reminder.

Yours faithfully,
.....

Letter No. 2 : Letter ordering the supply of goods in response to a letter of reminder.

KALICHARAN TEA COMPANY

Ph.....
Fax.....

Narayanasastry Road,
Tumkur-56
August 10, 200...

The Sales Manager,
Raju and Mehta Ltd.,
108, Anita Street,
Bangalore-4.

Dear Sir,

Sub : 50 kg. of Darjeeling Tea

In confirmation of my conversation with you over the telephone yesterday, I am glad to enclose my official order form for 50 kg. of you "Darjeeling Tea @ Rs. 160 per kg.

I am sorry to note that the absence of any enquiries from my end, for the last three months, has caused concern. My silence was due to an accumulation of stocks and not to any dissatisfaction with your goods or your service.

Your monthly catalogues and your circulars will, of course, continue to receive my attention as usual.

Thank you.

Yours faithfully,
.....

Letter No. 3: Letter placing order for the supply of Soap products, introduced by a new Soap Manufacturing Co. which has sent circular letters to introduce their products to the Market.

MADHAVI STORES

Ph.....

Fax.....

E-mail.....

Order No. 62-DN/A

1, Akbar Road,
Chennai-600005

May 14, 200...

Sales Manager,
Washwell Soap Manufacturing Co.,
5, Hill View,
Hyderabad-9.

Dear Sir,

Sub : Placing an order for the following items

Thank you for your Circular letter dated May 10, 200..., and the samples of your new "WASHWELL" Bar Soap, Detergent Cakes, and Soap Powder.

Please arrange to supply the following :

- (i) 25 dozen Washwell bar soap.
- (ii) 100 pieces of Washwell Detergent Cakes.
- (iii) 20 dozen packets of Washwell Powder.

Will you please make an allowance of 15% on your catalogue price as we have to allow commission at a higher rate to our agents to popularise and push the sales of these new products?

Please cover the amount of your invoice by drawing upon us at 30 days after sight.

Please confirm your acceptance of this order subject to these conditions.

This is only a trial order and we will be pleased to repeat our orders at regular intervals, should your products prove satisfactory.

Thank you.

Yours faithfully,

.....
Proprietor

Letter No. 4: Importer's order for the supply of Foreign Nylex Sarees.

APSARA EMPORIUM

Phone 24483331

Grams : 'Apsara', Fax....., E-mail.....

Your Ref. VSC/324.

Our Ref. AE/153.

6/100, "Basava Bhavan"
Mangalore-5.
June 8, 20...

Sales Manager,

Manager,

Voshichu Saree Centre,

"Voshichu Villa"

Tikva - Jagan

Dear Sir,

Sub : Placing an order for Chiffon dress material

While thanking for your prompt reply of June 1, 200..., we are glad to enclose our official order for 100 pieces of your "VSC-A" export quality chiffon dress material. We would like to stress that the quality, texture, weight, and colour of the sarees must be exactly identical with that of the sample which you have sent us. Our order is subject to these conditions.

Thank you.

Yours truly,

.....
Proprietor

Letter No.5. A Trial order asking for guaranteed date of delivery with a reservation of the right to reject, if the goods are not delivered with the prescribed date of delivery.

SUPREME KITCHEN WARES TRADING COMPANY.

Ph.....

Fax.....

E-mail.....

Jawaharlal Nehru Street,

Belgaum-590002.

May 1, 200...

Shri Ravinarayan,
Prop. Perfect Pressure Cooker Co. Ltd.
Poona-1.

Dear Sir,

Sub : Placing an order for pressure cookers

Thank you for your letter of April 20, 200... and the detailed catalogue and price list of your Pressure Cookers.

We are ready to give a trial provided you can guarantee delivery on or before May 8, 200... . The enclosed order is placed strictly on this conditions and in case the delivery is not made on or before May 8, we reserve the right to cancel the order and reject the goods.

Please send the goods by passenger train, carriage forward to Belgaum station from where we will collect.

Thank you.

Yours truly,

.....

Encl. Order No. SKT/113

Letter No. 6 : Letter regretting inability to execute order owing to exhaustion of stocks and offering substitutes.

VASUNDHARA CLOTH STORES

Ph...
Fax...

48, Bull Temple Road,
Bagalore-560004
May 21, 200...

Smt. Vimala Bai,
Managing Partner,
Vanajakshi & Co.
B, 41, Ramoji Road,
Sagar, Karnataka.

Dear Madam,

Sub : Inability to execute your order

We thank you for your order V215 dated May 12, 200..., for 150 metres of each of the sample patterns enclosed with your letter. These patterns were imported by us three years ago and they have been completely sold out. We are, therefore, sending you samples of the latest designs of imported cloth and shall be glad to receive your order for them.

As our stock of some of these designs are very limited, please order your requirements within 7 days from this date. Needless to say, your orders will always receive our prompt and careful attention.

Thank you.

Yours faithfully,
.....

Letter No. 7 : A letter confirming only a part of the order.

VIJAY ELECTRONICS

Ph.....
E-mail.....

For Mumbai-400002
22nd June, 200...

Dear Madam,

Sub : Execution of your order in part

We thank you for your order of 18th June. We shall be pleased to supply you items 1 to 14 at the prices mentioned by you. As regards the remaining six items, we are sorry that we are unable to accept your prices. We enclose a proforma invoice showing the lowest prices that we shall charge you for these remaining items and on receiving your confirmation we shall at once despatch the goods.

As you have instructed us to send all the goods in one lot, we are withholding the execution of the first part of the order till we hear from you. In case you require the goods very urgently, please wire acceptance of our prices to enable us to despatch the goods immediately.

Thank you.

Yours faithfully,
.....

Letter No. 8 : Letter requesting Extension of the Time of Delivery.**MY HOME APPLIANCES**

Ph.....

Fax.....

Salelite Tower,

16, VII Floor

Lucknow-5

20th June, 200...

Messers Shanthilal & Sons,
Mumbai-400006

Dear Madam,

Sub : Delay in Executing your Order.....

We thank you for your order of 16th June, 200..., for 50 'Lakshmi' Hotplates. But we regret to inform you that, as our factory is now chiefly employed for meeting an order from a Ceylon firm, it will not be possible for us to deliver the plates within the next forty-five days.

If you can extend the time of delivery by eight weeks, we will surely be able to execute your order. Please confirm your order accordingly, by return post.

Thank you.

Yours faithfully,

.....

Letter No. 9 : Another letter expressing inability to execute an order, owing to a decision to stop the stock of a particular variety and offering a substitute.**GOSH BROTHERS LIMITED**

Ph.....

E-mail.....

City Market,

Bangalore-560004

1st April, 200...

M/s. Ram & Kishan Fancy Store,
B.K. Road,
Belgaum-590002

Dear Sirs,

Sub : Substitute offer.....

Thank you for your order dated 26th March, 200... for 1,500 Japan made Nail Cutters. But we regret to inform you that we have stopped our import trade due to severe restrictions by the Government of India.

If you are interested, we can supply you good quality Indian Nail Cutters which are equivalent to the imported ones in quality and the profit margin for you is also greater.

Please write to us for sample.

Thank you:

Yours faithfully,

.....

Letter No. 16 : A letter cancelling order for undue delay.

LAKSHMI CLOTH STORES

Ph.....
Fax.....

56, Irwin Road,
Mysore-570008.
16th May, 200...

M/s Sham Multhani & Sons.
Davangere-7

Dear Sirs,

Sub: Cancellation of the Order

We had placed an order with you on 4th April, 200..., for 10 dozens of Vijay Banians to be delivered on 4th May, 200... But till now we have received neither the goods any letter from you.

As the time of delivery expired long ago we are compelled to cancel the order, and to refuse them the goods arrive we are sorry.

Yours faithfully,
Narayan Pal
Manager

Letter No. 17: A letter of cancellation of order due to a sudden fall in market price.

STATUS MEN'S WEAR

Ph.....
Fax.....
E-mail.....

Church Gate,
Surat-395004
May 1, 200...

To
Elegant Garments,
Main Road,
Dandeli-6581007

Dear Sirs,

Sub : Cancellation of the Order

We write to confirm the following telegram sent by us today cancelling our order No. KT 20 dated 1st May for 15 dozen "Sharmila" trousers of various sizes :

**"CANCEL ORDER KT TWENTY
DATED FIRST MAY FOR TROUSERS**

We have been compelled to cancel our order as the market price for trousers suddenly dropped by Rs. 50 to 51 per dozen due to the arrival of large quantities of similar goods from Delhi.

We shall be glad if you will kindly despatching top the consignment. We assure you that we shall try our best to make good the loss of this order in a month's time.

Yours faithfully,

.....