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INFORM LETTER

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Introduction

Letters were written for every occasion whether it is a family occasion, or any other letters related to business. Mobiles and e-mail had taken their places. Inform letters being one of them, are very commonly used. It is mainly used for business related communication. Inform letters are those which give the information about the product or defects or the contract etc. These letters are basically written to the client or partners or any one related to the business. The main purposes of these letters are to contact the provider for the product and related queries. These letters are very important in the business field. So it should be written with great care.

Inform Letter Tips

Here are some tips regarding writing these letters:

- The content should be direct and to the point.
- No extra things should be written.
- Since the letter is a business one, decency should be maintained.
- It should be thoroughly checked for spelling and grammar.

Sample Inform Letter

From,

_____ (Name of the sender)

Date: _____ (Date the letter is written)

To,

_____ (Name of the receiver)

Sub: - Inform letter regarding the tender

Respected Sir,

We are very glad to inform you that the tender filled by you for our contract dated on ABC, is selected. Not only your tender was cheap but the quality of sample is also good.

We also want to inform you that the sample you sent is under the processing for quality. We would also like to mention that the products should of same quality, texture and features. You have to send these products within a month from the date the letter is written.

It is also necessary for you to know that the payment will arrive on your place within a week's time starting from today. We would also like to inform you that, the number of products had been increased from four hundred to five hundred within the same time which is not expendable.

We hope that the sample and the final product are indistinguishable and share same features. We look forward to continue the business with you.

Thanking You

Yours truly

Name and Signature

Inform Letter Template

From,

_____ (Name and address of the sender)

Date: - _____ (Date on which the letter is written)

To,

_____ (Name and address of the receiver)

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Subject: - Inform letter regarding the policy change in the contract

Respected Sir,

We are glad to inform you that you company have been selected for the contract. The main purpose of the letter is to inform you that some policies had been changed. These changes are made looking into your interest. The details are as on the attachment.

We hope that these changes will tighten the bond within us. We hope that our business relationship will last long and continue to flourish.

Thanking you.

Yours Faithfully,

Name and Signature

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