

Specimen 1

You are the sales correspondent for PSR Silks,Coimbatore.You have received an order from Deepam Silks,Bengaluru for 25 silk sarees of Nalli Mark in blue colour at Rs.5000.However,the order does not specify the exact type of colour and design nor does it say whether they need a saree with or without the pallu.Acknowledge the order, enclose a folder describing the various types of colours and designs and for the additional information you need to fill the order.

Deepam Silk Retail Private Ltd.

15,M G Road

Contact no:

Bengaluru-01

e-mail ID :

Web link:

4-6-21

The Manager

PSR Silks

Rajendra Prasad road

Coimbatore-73

Dear Sir/Mam

Thank you for your order of June 2nd for 'Nalli' silk saree of blue colour.

This particular saree is made in plain style and three designs-small flowers evenly spread throughout, medium-sized flowers of matching colour sparsely spread, and stripes-each with or without border and pallu.Even in the blue colour that you have mentioned, you get three types - navy blue, dark and sky blue. The price depends upon the design,pallu and colour combination you choose.

Therefore,you will help us by specifying which colour and design you prefer. For your guidance in selecting the right type of saree,we are enclosing a folder describing the colour,designs and prices. Right specification will help you to get the sarees that is exactly in your mind.

Will you please also tell us whether you require any special packing and insurance in transit, which will be charged very nominally.

Since you wish to have the consignment before the Deevali Festival, an immediate reply will assist us in fulfilling your desire well in time.

Help us to help you

Yours faithfully

(Seal and Sign)

Encl: One Catalogue