

**Letter Example “Write a letter announcing the obtaining of an agency.”
Complete Application for all classes.**

GOPAL DAS AND SONS

Bapu Bazaar,

Ludhiana.

August 18, 20....

To

K.D. Stores,

S.C.O. 30, Sector-15,

Chandigarh.

Dear Sirs,

We gladly inform you that we have been appointed as agents for the marketing of ‘Clear Jet Containers’—throughout Punjab, Haryana and Himachal. This product has captured the fancy of the people and has become very popular in a small period.

The clear Jet Jars and Containers are available in various sizes, shapes and colors. On comparatively low prices, this product presents a wide range of variety. We enclose the price list to give you complete details. The prices are subject to discount of 15%.

We have a name for supplying quality goods. We shall be thankful if you place a small trial order and be convinced of our claim.

Yours faithfully,

For Gopal Das and Sons,

Encl: A price list.

Gopal das.

Proprietor