

Letter Example “Write a letter accepting the offer, stating your terms and conditions.” Complete Application for all classes.

Deshmukh Enterprises,

Jalori Gate,

1st October, 20....

To

M/s Raghu Engineering Works,

Delhi.

Dear Sirs,

I am in receipt of your letter dated 25th September, 20...., offering me an agency of stabilizers manufactured by your under the brand name ‘Unique’.

Your offer is acceptable to me, with a minor change. I should be given 20% commission instead of 15% because I shall have to make special efforts for the sale of the new product.

Moreover, I have showrooms in all the big cities of Rajasthan and you will not be required to construct any new showroom.

If you are willing to allow me the above commission, kindly let me know so that I may send you the agreement duly signed.

Yours faithfully,

For Deshmukh Enterprises,

1. Deshmukh,

Proprietor.