

Business Letter Example” Supplier’s Favorable Reply”.

Penguin Astriks Bro
B/85, Kolaba Marg
Pune (Maharashtra)

K L Dheer,
Sales Executive
Birla Distributors
K K Jalan Road
Kolkata 700029

Dear Mr. Kaul,

We thankfully acknowledge your order dated 29th September, 2014 confirm the terms of credit for 30 days instead of cash so far.

We believe in long term relationship and we always welcome good clients and take care of their needs also.

Your order dated 29th September is under process and it will be delivered within a period of one week.

Thanks!

Yours sincerely,
R K Jalan
General Manager (Sales)