

## **Business Letter example” Supplier’s Unfavorable 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 29<sup>th</sup> 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)