

## **Write a Letter of Enquiry about the Purchase of Typewriter**

106, Sector III,

Rohini, New Delhi-110085.

August 14, 1990

To

**The Sales Manager,**

Godrej Boyco Mfg. Company Ltd:

Godrej Bhavan,

Shershah Suri Marg,

New Delhi.

**Sir,**

I am interested in buying your manual Godrej Prima Typewriter for my personal use. I am a journalist and freelance writer. Therefore, I think I am entitled to have the typewriter at a special discount meant for the professionals.

Further, I would like that you supply me a typewriter as a replacement of my old manual typewriter of Olivetti Lineo-83 make and allow me further rebate on this account. So please let me have your latest price and terms and conditions for the purchase of Godrej Prima. A prompt reply will be highly appreciated.

Thanking you,

Yours sincerely,

**Ashutosh Kanungo**