

Letter Example “You have manufactured a new soap. Draft a letter for its sale.” Complete Application for all classes.

Quality Soap Manufacturing Co. Ltd.

Shiv Puri,

August 8, 20....

To

M/s Bansal and Co.,

Purani Anaj Mandi,

Ambala City.

Dear Sir,

We feel pleased to inform you that we have launched a new product ‘Herbal’ soap. We request you to give it a try and evaluate the product. It is purely a herbal product and will not harm the skin. The major ingredients of this soap are Neem and Tulsi. It has been subjected to a thorough checking and a large number of clinical trials in several leading laboratories of the state. Copies of certificates from the laboratories certifying the efficacy of this soap will be supplied along with every consignment. It is a mild soap. It is available in three sizes. The price list is enclosed. We offer 10 % discount.

Should you decide to place an order, kindly fill in the enclosed post card and have it posted. You will soon receive the consignment. We are sure that you will not be disappointed.

Yours faithfully,

For Quality Soap Manufacturing Co. Ltd.

Hirtesh,

Encl: A price list

Manager.