

Letter for “Sale Agreement Letter” complete agreement letters example.

his type of letter we state the acceptance or rejection of orders placed with the supplier or dealer and further stating the price quotations, estimate mode of payment and date of delivery, transport details, dispatch options etc.

To,

The Purchase Manager

M/s Hello Baby Products

Marine Drive

Mumbai

3rd September, 2011

Dear Sir/Madam,

This is with reference to your purchase order for a bulk lot bill no. BC 5970 dated 20th August, 2011; We at Cute Babies Pvt Ltd would like to confirm the agreement regarding the particulars as stated as each specific quantity from different models of cradles, walkers, baby gift sets, baby care merchandise, and allied baby products.

Having cleared your order request from our processing unit we have finally consented to sell the aforesaid range of products at wholesale prices and taxes as applicable for octroi delivery and value added tax. To proceed further we further request you to abide by the terms and conditions as per the clauses in the agreement. We assure from our part we restate that we will serve and provide the finest quality to you within the stipulated time frame.

Please feel free to alter and improve on any other specifications as and when required to make us serve you in a better way. Looking forward for your positive response at the earliest.

Yours Sincerely

Mr. Arvind Sinha

For Cute Babies Pvt Ltd.