

نمونه نامه انگلیسی استعلام شماره یک
ENQUIRY LETTER SAMPLE 1

Dear Sir/Madam

Please send us your current pricelist and catalogue for bicycles. We are interested in models for both men and women, and also for children.

We are the leading/top bicycle dealers in this city where cycling is quality of your products is popular, and have interested in five neighbor towns. If the quality of your product is satisfactory and price is moderate/reasonable/ competitive, we expect to place regular orders for fairly large numbers. In the reply please indicate whether you will allow us a special discount. This would enable us to maintain the low selling prices which have been an important reason for the development/growth of our business. In return we would be prepared to place orders for a guaranteed annual minimum number of bicycles, the figure to be mutually agreed.

If you wish to discuss this please contact me on 6921671.

Yours faithfully