

نمونه نامه انگلیسی استعلام شماره سه
ENQUIRY LETTER SAMPLE 3

Dear Sirs,

Your name and address have been given to us by the Japan Vietnam Trade Association.

First of all we would like to take the opportunity of introducing ourselves as one of the country's leading companies specializing/ dealing in on kinds of material for industry such as woodchips, iron ore, coal, scrap, etc,...

At present, we are extensively engaged in importing hardwoods and are now planning/ proposing/ trying to extend our business into the softwood area and are investigating the possibility of importing from Vietnam. We would, therefore, be grateful/ glad/ obliged if you will kindly let us have your offer/ information of the goods in question.

Yours faithfully,