You can put a company logo here.

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**Réf.** PG/AL

12 May 20––

The Sales Department

R.G. Electronics AG

Havmart 601

D-50000 Köln 1

Dear Sir / Madam

We are a large music store in the centre of Poitiers and would like to know more about the re-writable and recordable CDs you advertise in this month’s edition of ‘Lectron’.

Could you tell us if the CDs are leading brand names, or made by small independent companies, and whether they would be suitable for domestic recording? We would appreciate it if you could send us some samples. If they are of the standard we require, we will place a substantial order. We would also like to know if you offer any trade discounts.

Yours faithfully

P. Gérard

P. Gérard (M.)

Manager

John Merton

Our ref. 180/MB

Dear Mr Merton

You were recommended to us by your trade association and I am writing on behalf of   
our principals in Canada, who are interested in importing chinaware from England.

Could you send us your latest catalogue and price list, quoting your most competitive   
prices?

Our principals are a large chain store in North America and will probably place substantial orders if the quality and prices of your products are suitable.

Many thanks.

Linda Lowe

Director

Sanders & Lowe Ltd

Planter House, Princes Street

London EC1 7DQ

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