

DEPT. OF LAW, JIWAJI UNIVERSITY GWALIOR

By- Rahul Mishra
(Guest Faculty of English, Jiwaji Univeristy)

LETTER WRITING CLASS - 3

Letter for asking Quotation

From
Full postal address,
City, State,
Pin code

Date: 25/4/2014

To
The Proprietor,
XYZ Enterprises,
Address line 1,
City, State,
Pin code

Sir,

Sub: Request for quotation of sports goods

I am the secretary of XYZ Sports Club, Delhi. Your reference was given to us by a friend of mine who has purchased previously from you.

We are planning to order a few sports goods for our club. Below are the requirements:

1. Cricket Bats: 10 Nos
2. Tennis Balls: 50 Nos
3. Table Tennis Bats: 5 Nos
4. Table Tennis Balls: 12 Nos
5. Footballs: 3 Nos

I would like to request you to send us the detailed quotations for these mentioned products on the above mentioned address. Also quote a reasonable rate as we might also consider doing more business with you in future, if you provide us good service with reasonable rates.

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Waiting to hear from you soon.

Thanking you in advance.

Yours Faithfully,

Your Name
Secretary- XYZ Sports Club

Note:

1. In this letter, I have asked for a quotation from sports goods dealer. Similarly you can write letter for other goods dealers also by making appropriate changes as required.
2. This letter format is only for guiding you in writing the letter. Make use of your on details like name, address etc while writing your own letter.

Letter of sending Quotation - 2

Telecommunication Ltd.
25, Gulshan Dhaka-1212

10th August, 04

Manager
Purchase Division
Help Line Communication
2nd Line Road, Bijoy Nagar
Dhaka-1100

Ref: Terms and Quotations for Nokia "2100"

Dear Sir

Thank you for your inquiry of 1st August, 04. We are glad to enclose the following quotations of "Nokia-2100".

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Set Model Battery Price per unit Warranty

Nokia 2100 Hungry 5,000 1 Year

Nokia 2100 China 5,000 1 Year

Nokia 2100 Malaysia 5,000 1 Year

Nokia 2100 Hungry 5,000 1 Year

Our normal trade discount is 15% for ten (10) days and 5% extra if the order is made for more than 5,000 pieces at a time. We do supply to our customers' door through our own care.

Our Mobile is originally imported with intact packing and we provide a guarantee for our mobile set for three (3) years.

If you need any further details to meet your customer requirements, you should feel free to write to us.

Yours faithfully

Aslam Ahmed
Sales Manager,
Telecommunication Ltd

LETTERS OF COMPLAINTS

33, Stadium Road
Nagpur
16th September ,2008

The Sales Manager
Ganesh Electronics and Electricals
Gandhi Marg
Nagpur

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Sir,

Sub : Complaint about Defective Refrigerator Purchased from You

Ref : Bill No. 234 dated 7th August 2008

On 7-08-08, I purchased a Godrej refrigerator, Model No. 435, vide Receipt No. 234 from your showroom, paying Rs.15,000.

Unfortunately, the refrigerator does not function properly now. It does not cool properly and sidewalls of it get heated a lot. The freezing compartment of the refrigerator stops suddenly. It produces noise with vibrations.

To resolve the problem I would appreciate if you get the refrigerator checked properly by a qualified technician. Since, it is under warranty period, I request you to kindly send someone to replace it as it seems to have some manufacturing problem.

I look forward to your reply and a resolution to my problem, and will wait until a week before seeking help from the Consumer Protection. Please contact me at the above address or by phone at 0402667546 between 4.30 p.m. to 9.00 p.m.

yours sincerely,
Arpit

Enclosures cc: Receipt of purchase and warranty card