

Formal Letter Sample

Thomas Williams
Siddhartha Nagar, Hyderabad

3rd February 2021

Mr. John Dalton
Chief of ABC Company
Mumbai

Dear Mr. John,

Let me begin by thanking you for your past contributions to our company. Your sponsorship aided in the purchase of several pieces of machinery required for us.

Next month, our company is planning a huge order of manufacturing units and we would like to place an order with your company. We hope you will be able to provide these products in the bulk quantities we require.

As you are a committed corporate sponsor and long-time associate, we hope that you will be able to serve us this order.

Respectfully yours,
Thomas

Official Letter Writing Guide

Tao Wei



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