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(Example) Dear Sirs, The Barclays Bank Ltd. has been kind enough to inform us that you are one of the leading fertilizer exporters in your country and interested in trading with us. With a view to building up business relations with you, we are writing to you and hope to receive your catalogues and price-list for reference. We take this opportunity to introduce ourselves as a large importer of fertilizer in China. In the past 20 years, we have done much business with many companies in your country. Recently we are in the market for large quantities of high quality fertilizers. If you can co-operate with us on quality, price and delivery, we shall place an order with you. Looking forward to hearing from you at your earliest convenience. Yours

faithfully, *** Dear Sirs, With reference to your letter of December 2, 1992, we are glad to learn that you wish to enter into trade relation with our company in the line of fertilizer. To give you a general idea of our products, we enclose a catalogue together with a range of pamphlets for your reference. Quotations and samples will be sent upon receipt of your specific enquiries. In the meantime, you are

requested to furnish us with the name of your bank prior to the conclusion of the first transaction between us. We look forward to your early reply with much interest. Yours faithfully, *** 100Test 下载
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