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20 May 2003 Date Line日期 Kee amp.Co. Ltd, and we are writing to enquire whether you would be willing to establish business relations with us. We have been importers of shoes for many years. At present, we are interested in extending our range and would appreciate your catalogues and quotations. If your prices are competitive we would expect to place volume orders on you. We look forward to your

early reply. Body信文 Yours faithfully Complimentary Close客套结束语 Tony Smith Signature Block签名栏 Enc. Enclosure Notation

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