

Letter

Business



**ASSIGN
BUSTER**

February 02, Designation Company Dear Sir or Madam; Due to financial difficulty, our is closing down its dining hall. As an alternative to the dining hall, we would instead help students instead prepare their own food in their residence rooms. We are in the process of canvassing for the best alternative we could provide to our students and your ad in the University Management Magazine caught our attention.

We are particularly interested with your microwave ovens. We are however on tight schedule because the board of trustees only made the decision to close the dining hall last week and we would like to have the alternative become available as soon as possible. Such, we would like to know if it would be possible for your company to deliver those microwave ovens by August 15.

We intend to order by quantity. Since we are operating on a budget, we would be particularly interested if you can give discounts if we order in bulk. Please send us a quotation of your discounted price for us to seriously consider. We would also like to know the specification of your microwave ovens to determine it ease of use.

We hope that you will respond to our inquiry as soon as possible because we have to decide soon which seller we would order our microwave oven requirements. The information you will provide us will tremendously help us in considering your company with our requirement for microwave ovens.

Sincerely,

Name

February 02, 2012

<https://assignbuster.com/letter-essay-samples-5/>

Marion Beattle

Chief Financial Officer

Trisix

Dear Sir,

As our valuable client, we would like to inform you that we took the initiative to update your ledger so that it would reflect the correct transactions of your company. As an accounting firm, we understand how important it is to have a correct accounting record because the figures in your books will be used by your company in its decision making.

The necessary adjustment in your company's ledger however was not part of the quotation that Accountants For All had quoted for this year's services.

The service, although it required manual review and adjustment of the receipts and ledger, cost only \$500 which will be added to the previously quoted amount for this year's tax services.

We hope that you understand the necessity why we have to manually adjust your ledger. As a valuable client, we would like to ensure that your books are correct and updated. Such, we took the initiative of proactively updating it before any issue would arise.

We hope that our strong business relationship will still remain.

Sincerely,

Kwong

Corporate Accountant

Accountant For All