

# [Dear that we can guarantee an annual](https://assignbuster.com/dear-that-we-can-guarantee-an-annual/)

Dear Sir, This has reference to your advertisement of \_\_\_\_\_\_\_\_\_\_\_\_ (Date) in \_\_\_\_\_\_\_\_\_\_\_\_ (Place Name) Daily regarding appointment of stockiest/agent for your washing machine ‘ Unique’ and we are pleased to send the following for your perusal: 1. That we can offer a cash security of \_\_\_\_\_\_\_\_\_\_\_\_ (Amount). 2.

That we can guarantee an annual sale of \_\_\_\_\_\_\_\_\_\_\_\_ (Amount). 3. That we have an excellent showroom in \_\_\_\_\_\_\_\_\_\_\_\_ (Place Name), the most popular business centre. Its measurement is \_\_\_\_\_\_\_\_\_\_\_\_ft x \_\_\_\_\_\_\_\_\_\_\_\_ft.

Besides this, we have showrooms in all major cities in \_\_\_\_\_\_\_\_\_\_\_\_ (Place Name). 4. We shall pay all bills in \_\_\_\_\_\_\_\_\_\_\_\_ days. 5.

We shall receive goods F. O. R. and any loss arising at any stage until receipt shall be borne by you. 6.

We shall expect a minimum commission of \_\_\_\_\_\_\_\_\_\_\_\_% and an additional \_\_\_\_\_\_\_\_\_\_\_\_% where our sales exceed \_\_\_\_\_\_\_\_\_\_\_\_ (Amount). 7. We shall work as exclusive distributors in \_\_\_\_\_\_\_\_\_\_\_\_ (Place Name). 8.

We shall be entitled to all special offers you might make from time to time and our percentage of commission shall not be affected under any circumstance whatsoever. 9. We are at liberty to sell any product similar to that of yours as long as the minimum annual sale of your product of \_\_\_\_\_\_\_\_\_\_\_\_ (Amount) is maintained.

10. All publicity material including price lists in our name shall be supplied to us at your cost. 11. All our orders shall be executed within \_\_\_\_\_\_\_\_\_\_\_\_ days of their receipts. \_\_\_\_\_\_\_\_\_\_\_\_ (Bank Name), \_\_\_\_\_\_\_\_\_\_\_\_ (Place Name) will be glad to give you any information you may like to have about our financial status.

We hope that the above information will convince you fully for appointing us as your sole distributor for \_\_\_\_\_\_\_\_\_\_\_\_ (Place Name). We look forward to hearing from you soon. Thanking you Yours faithfully,(Your Name)(Company Name)Managing Partner