

## Worksheet 2 Example letter

Fine Foods Ltd.  
10 Bridge Street  
London  
SW10 5TG

Mr. R. Jones  
Sales Manager  
Thames Software Systems  
River Buildings  
Stockwell Walk  
London  
SW17 5HG

12<sup>th</sup> September 2006

Dear Mr. Jones,

### **Stock Control Software System**

Thank you for your letter of 1<sup>st</sup> September and the information you sent regarding the stock control system offered by your company. I certainly feel the system will meet our requirements. However, there are some points which I would like clarified before we go ahead and order the system.

Firstly, although you mentioned that the system has recently been updated, I wondered whether we might be eligible for a discount on any future upgrades.

Secondly, the installation and implementation period of three weeks, to which you refer in your letter, seems rather long. Is there any possibility of getting the system up and running on a shorter timescale?

I would be very grateful for a swift response to these queries, in order that we can begin the process as soon as possible.

Thank you in advance for your assistance. I look forward to your reply.

Yours sincerely,

J. Brown

Ms J. Brown  
Purchasing Manager